# Investment Reporting Tool (IRT)

# Training Manual/Users Guide

## IRT Version 2.8, Revised July, 2019

## TAMC Helpdesk 517-335-3741

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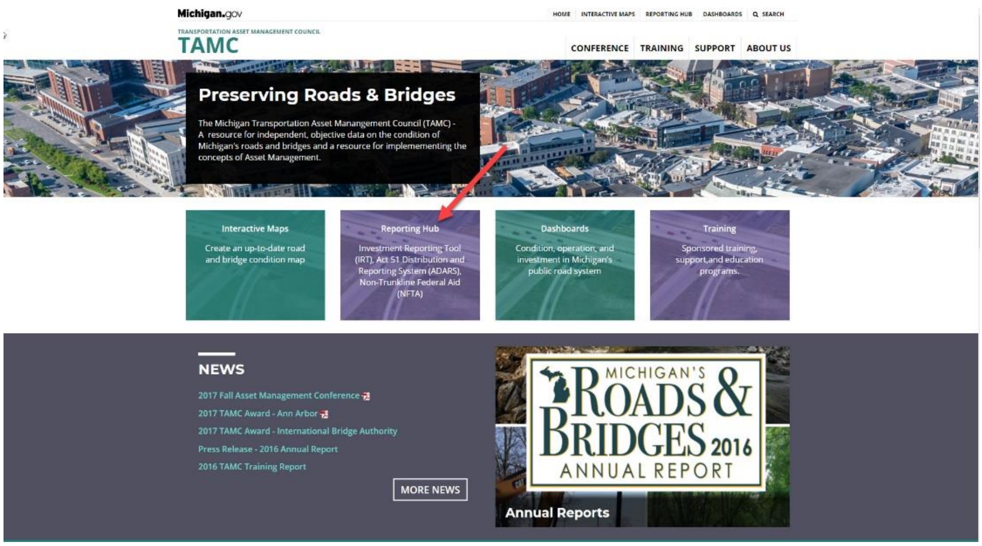
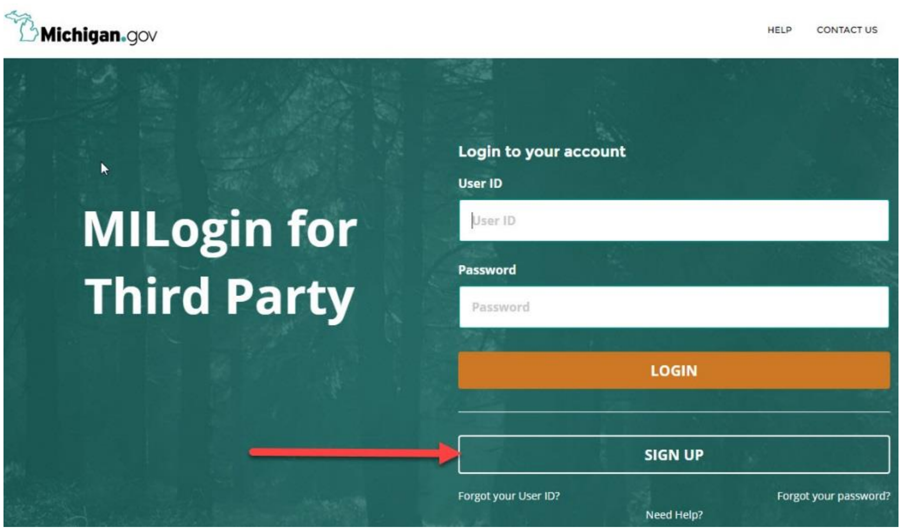
# 1. How to obtain a MiLogin and receive access to the IRT

Go to TAMC Landing page: [www.michigan.gov/tamc](www.michigan.gov/tamc)

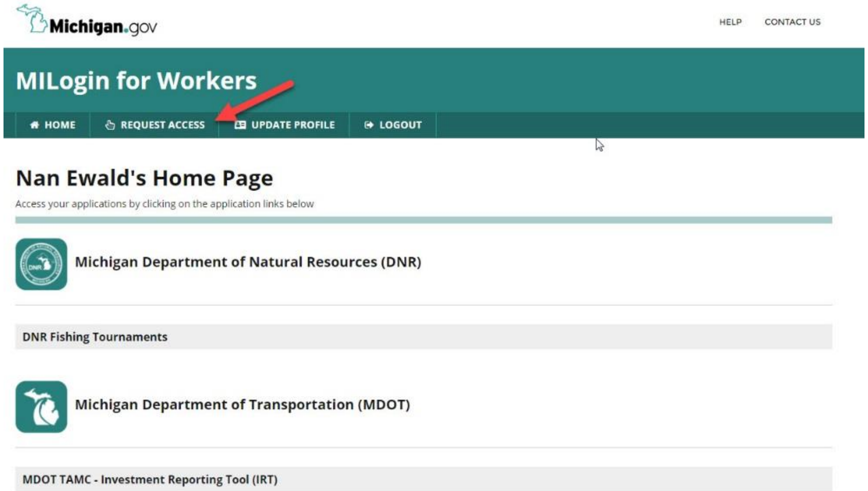
Click on the first purple box on the left side of the screen that says “Reporting Hub”



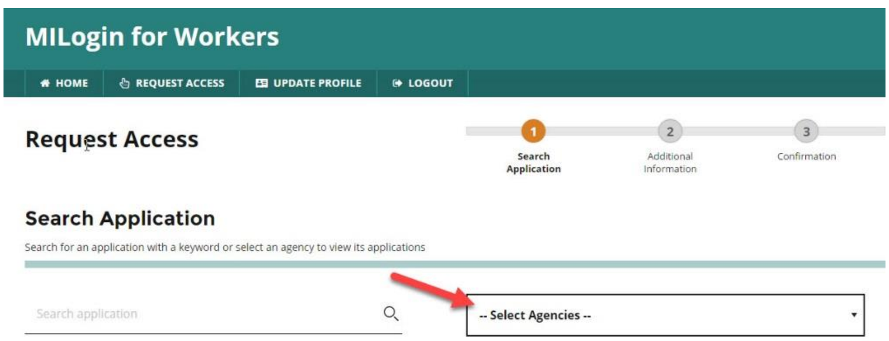

This will bring up a Login/sign up page. If you don’t have a login, click the sign-up button and create a login and login.



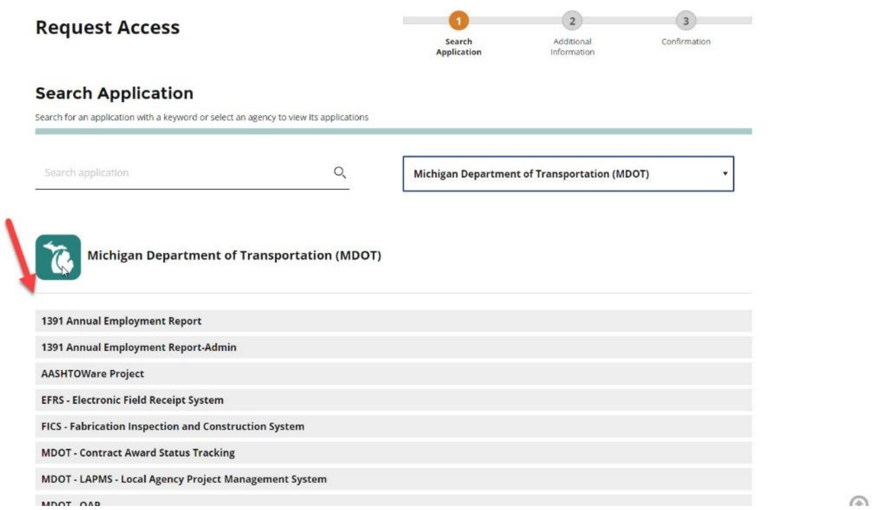
Once you have logged in, you should be on the MILogin Home Page.  To access the IRT you must click the REQUEST ACCESS button.




That will take you to a new page.  On the right-hand side of the page, click in the Select Agencies box and that will give you a set of drop downs.  Select Michigan Department of Transportation (MDOT).

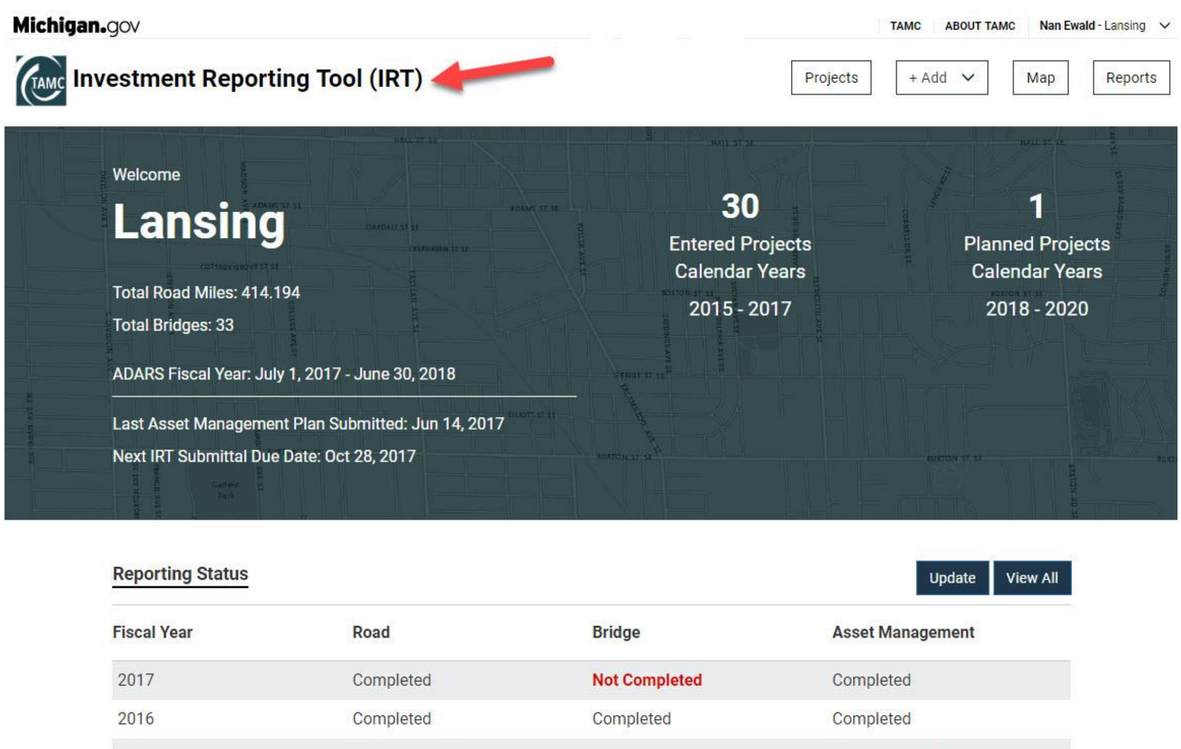



That will bring up a list of applications on the left side of the screen.  Scroll down until you see the MDOT Investment Reporting Tool (IRT) and click on it.




## 2. IRT Home Page

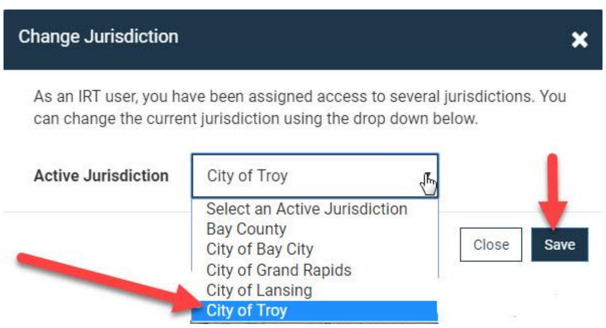
Go back to your MiLogin home page and log out and log back in again and you should see the Investment Reporting Tool (IRT) listed. Click on that and it will take you to the IRT home page shown below. To return to the Home Page at any time, just click on the TAMC Investment Reporting Tool (IRT) logo under Michigan.gov.



## 3. Change Jurisdictions

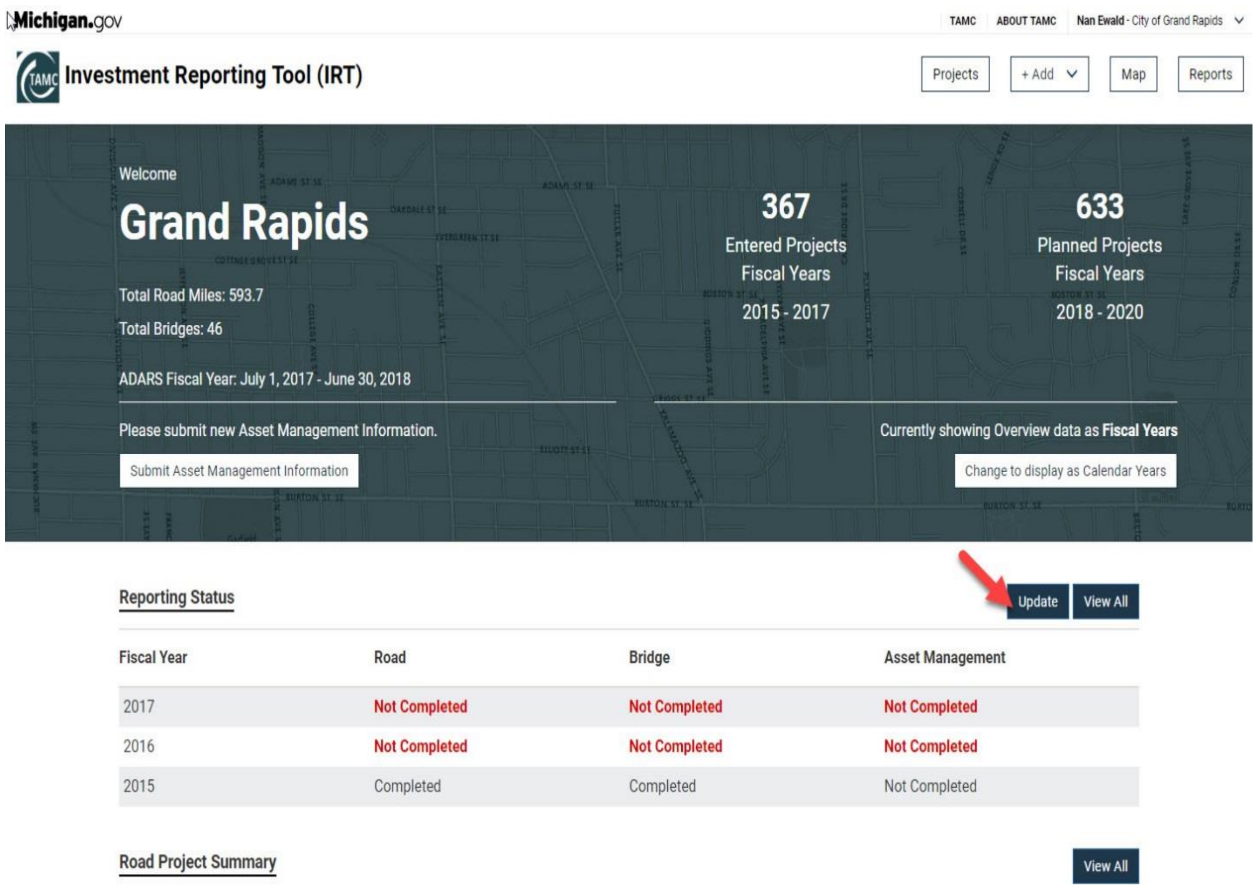
If you have more than one jurisdiction, you can change jurisdictions on this page. Click on the upper right-hand corner by your name on the down arrow. A dropdown menu will appear. Click on Change Jurisdiction.

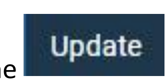

A new window will pop up with a dropdown, click on the dropdown arrow and select the jurisdiction from the list and click the save button.



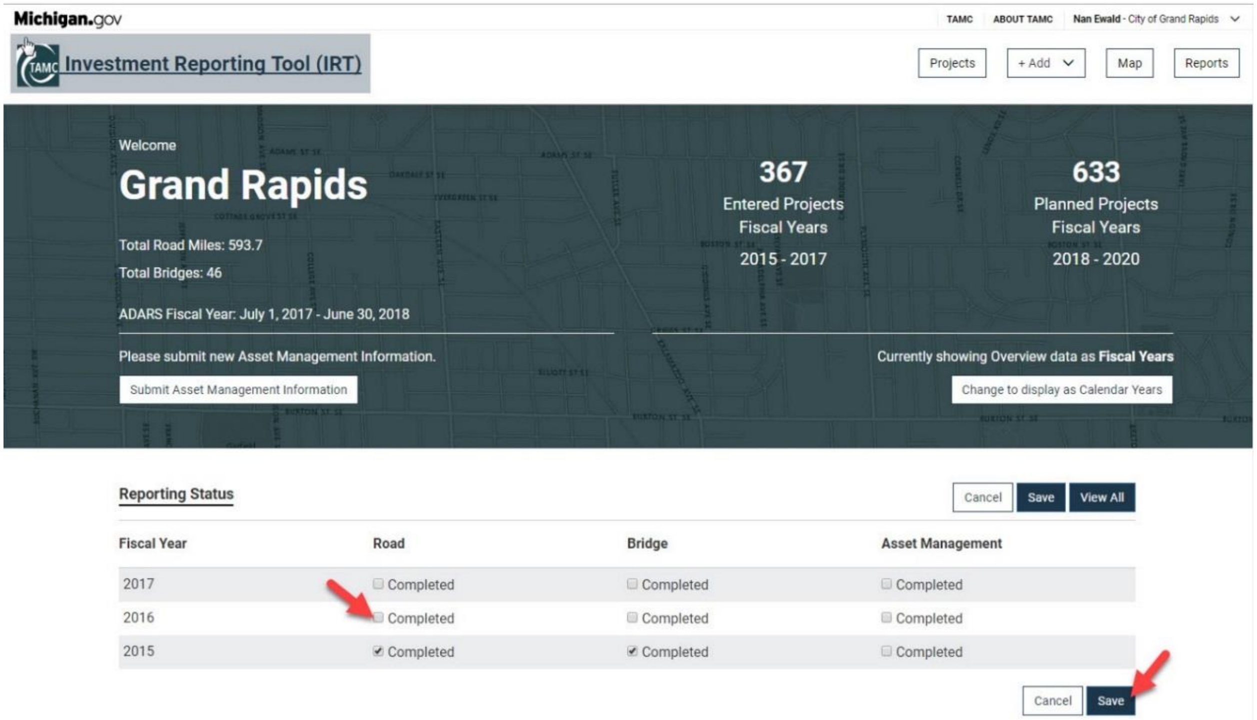
## 4. Update Status

**IRT Home Page is where you Update your Status for Road and Bridge:** To be in Compliance your status must be Completed. *Please note that your Asset Management Status will Update automatically when you complete the Asset Management question Section.

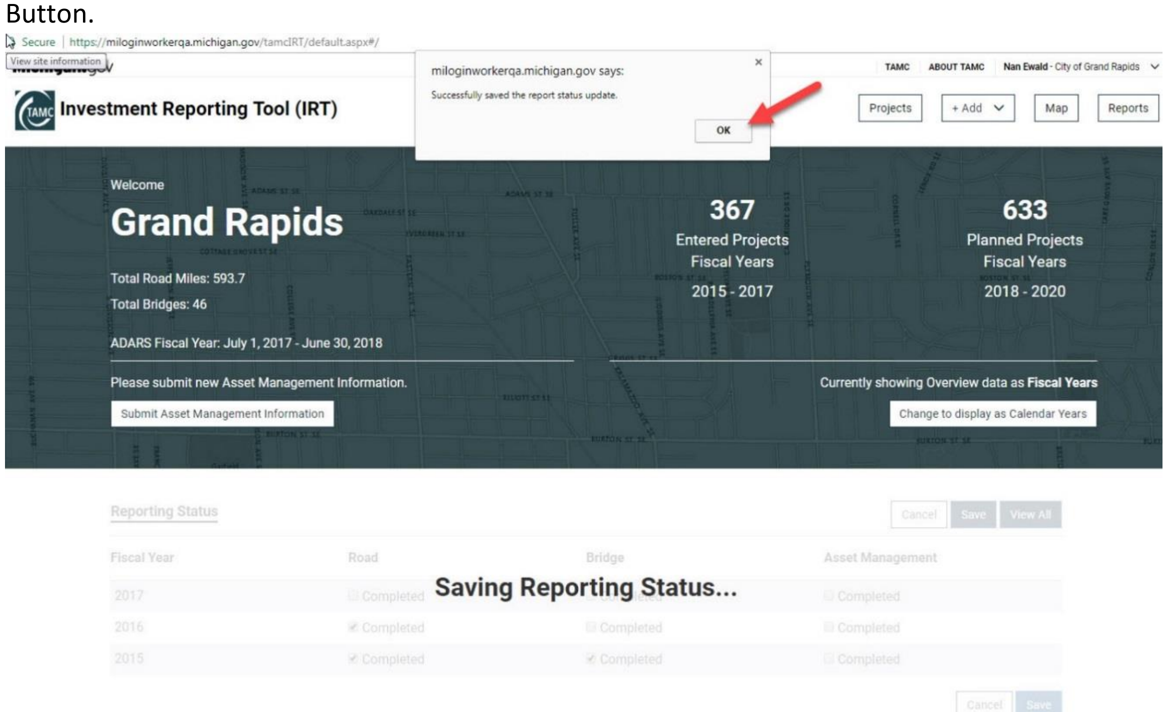



To Complete your 2016(or another year) Status click on the 

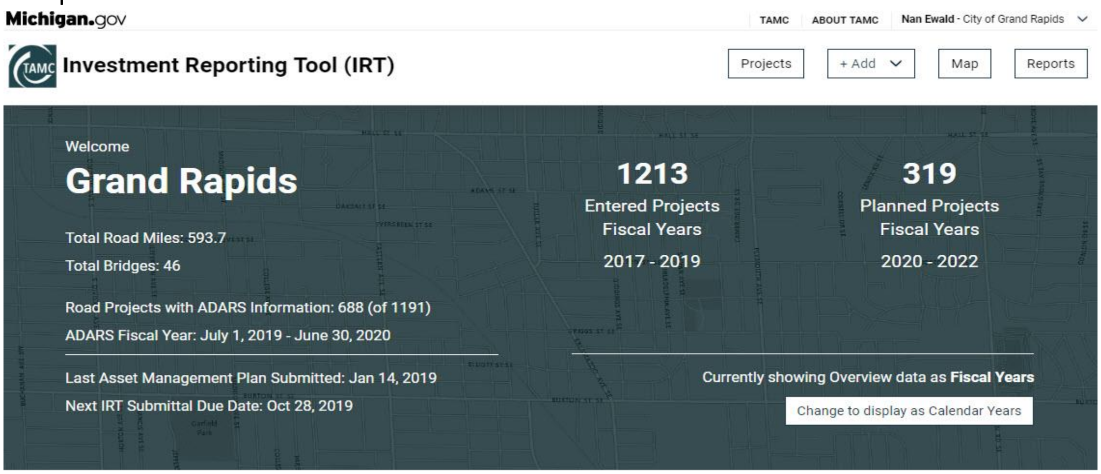
button as shown above. The page will change to the Update Status page shown below.




Click inside the box and a check mark will appear next to the word Completed. Then Click the Save Button and the screen will change with a Saving Reporting Status message and a Successfully saved the report status update message at the top of the page with and ok button. Click on the OK Button.



The Status page will update with your 2019 (or another year) status now being shown as Completed.




**Reporting Status**

Update | View All

| Fiscal Year | Road | Bridge | Asset Management |
|---|---|---|---|
| 2019 | Not Completed | Not Completed | Not Completed |
| 2018 | Completed | Completed | Completed |
| 2017 | Completed | Completed | Completed |

In addition, on the home page there is a Road Project Summary and a Bridge Project Summary (Only if your jurisdiction has bridges) by year.

**Road Project Summary**

View All

| Fiscal Year | Heavy CPM | Light CPM | Reconstruction | Rehabilitation | Total |
|---|---|---|---|---|---|
| 2024 | 0.00 mi (0) | 0.00 mi (0) | 0.23 mi (1) | 0.00 mi (0) | 0.23 mi (1) |
| 2023 | 0.00 mi (0) | 0.00 mi (0) | 0.86 mi (2) | 0.00 mi (0) | 0.86 mi (2) |
| 2022 | 0.00 mi (0) | 0.00 mi (0) | 0.50 mi (1) | 2.23 mi (3) | 2.73 mi (4) |
| 2021 | 20.80 mi (85) | 7.12 mi (42) | 4.51 mi (10) | 12.62 mi (33) | 45.05 mi (170) |
| 2020 | 8.94 mi (65) | 1.96 mi (12) | 4.34 mi (17) | 18.57 mi (40) | 33.80 mi (134) |

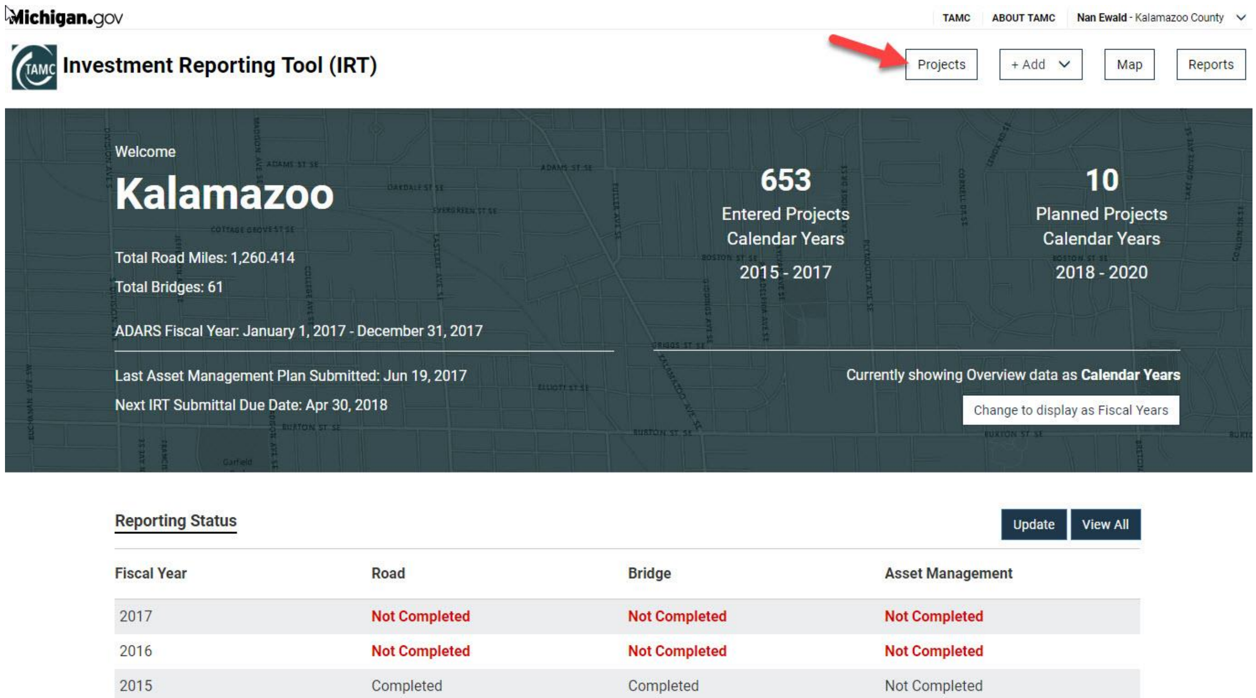
**Bridge Project Summary**

View All

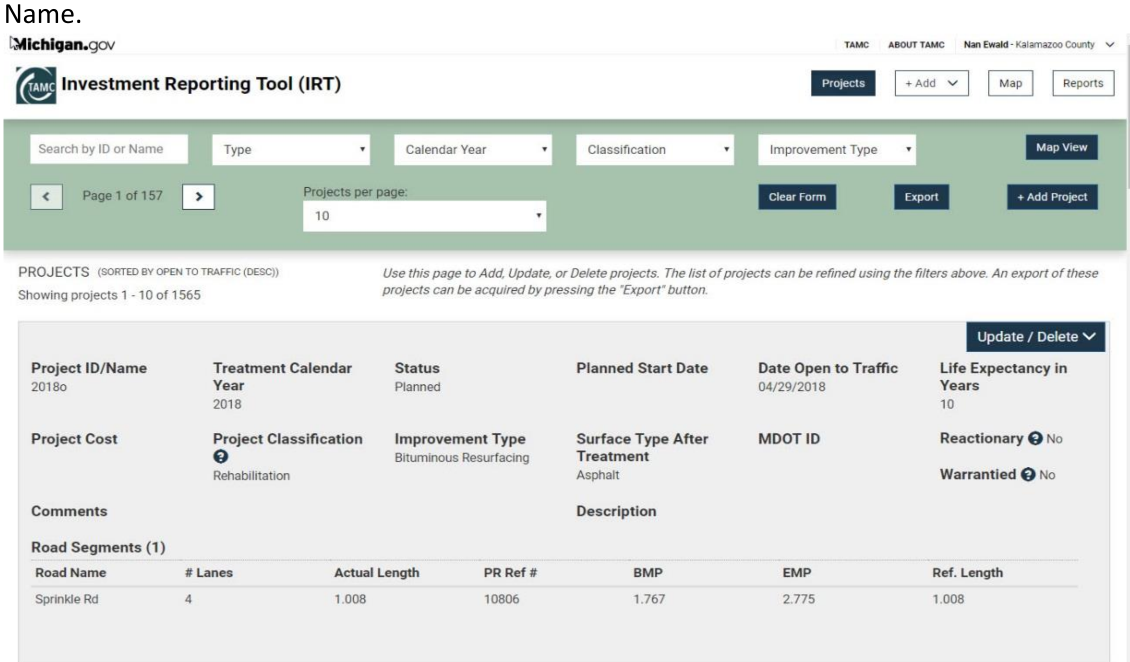
| Fiscal Year | CPM | Rehabilitation | Replacement | Scheduled Maintenance | Structural Improvement | Total |
|---|---|---|---|---|---|---|
| 2026 | 0 | 0 | 0 | 1 | 0 | 1 |
| 2025 | 0 | 0 | 1 | 0 | 0 | 1 |
| 2024 | 0 | 0 | 0 | 1 | 0 | 1 |
| 2023 | 1 | 0 | 0 | 1 | 0 | 2 |
| 2022 | 0 | 0 | 0 | 2 | 0 | 2 |

# 5. View Your Projects

**To View your Projects:** To view your projects click on the Projects Button on the IRT Home Page.

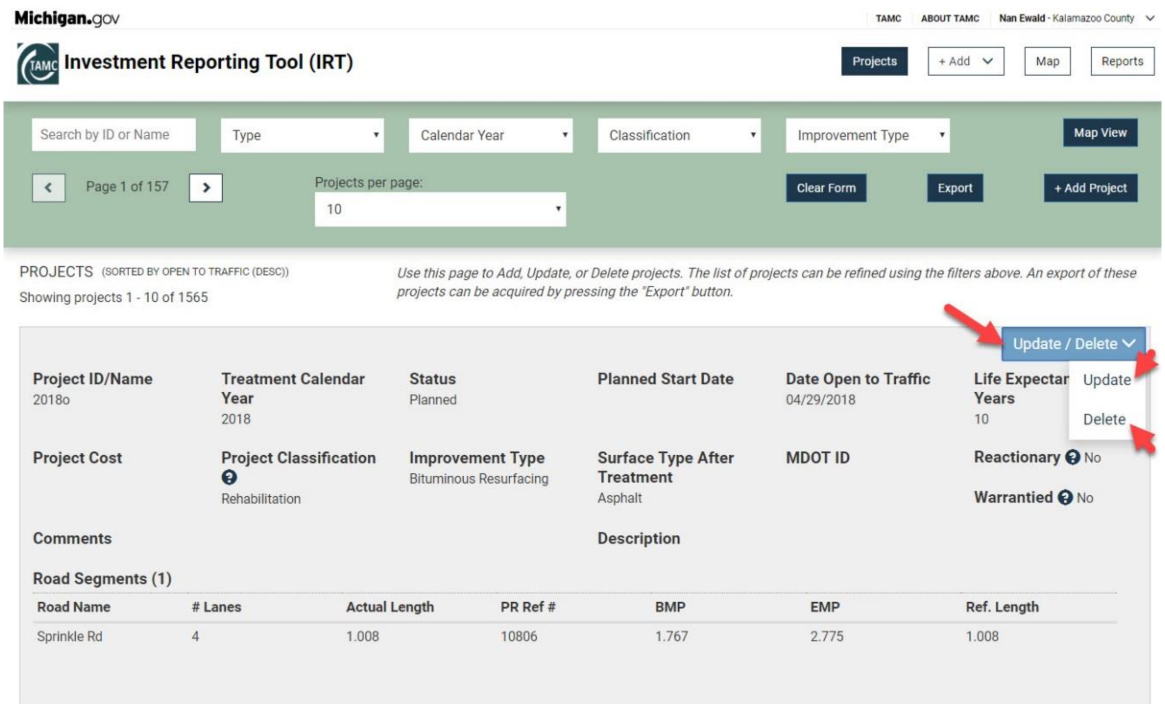



The page will change to the Projects page. The boxes at the top of the page allow you to filter your projects by Type, Calendar Year, Classification and Improvement Type, and to Search by ID or Name.



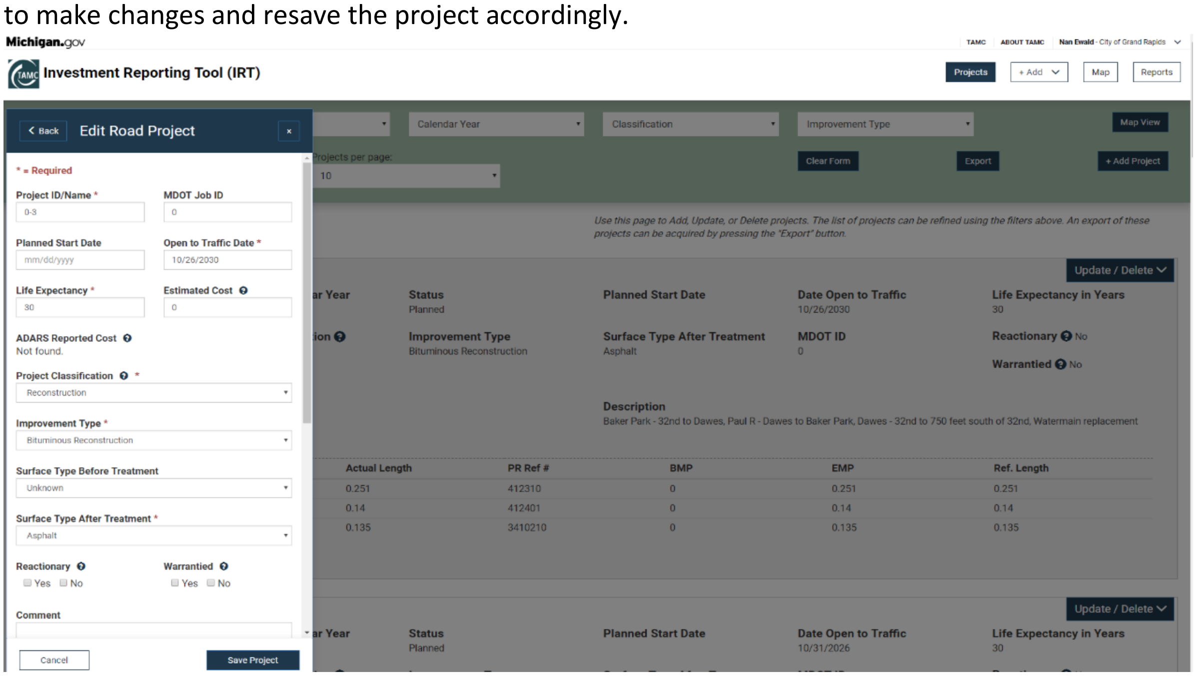
You can also edit or delete any of these projects by clicking the  button





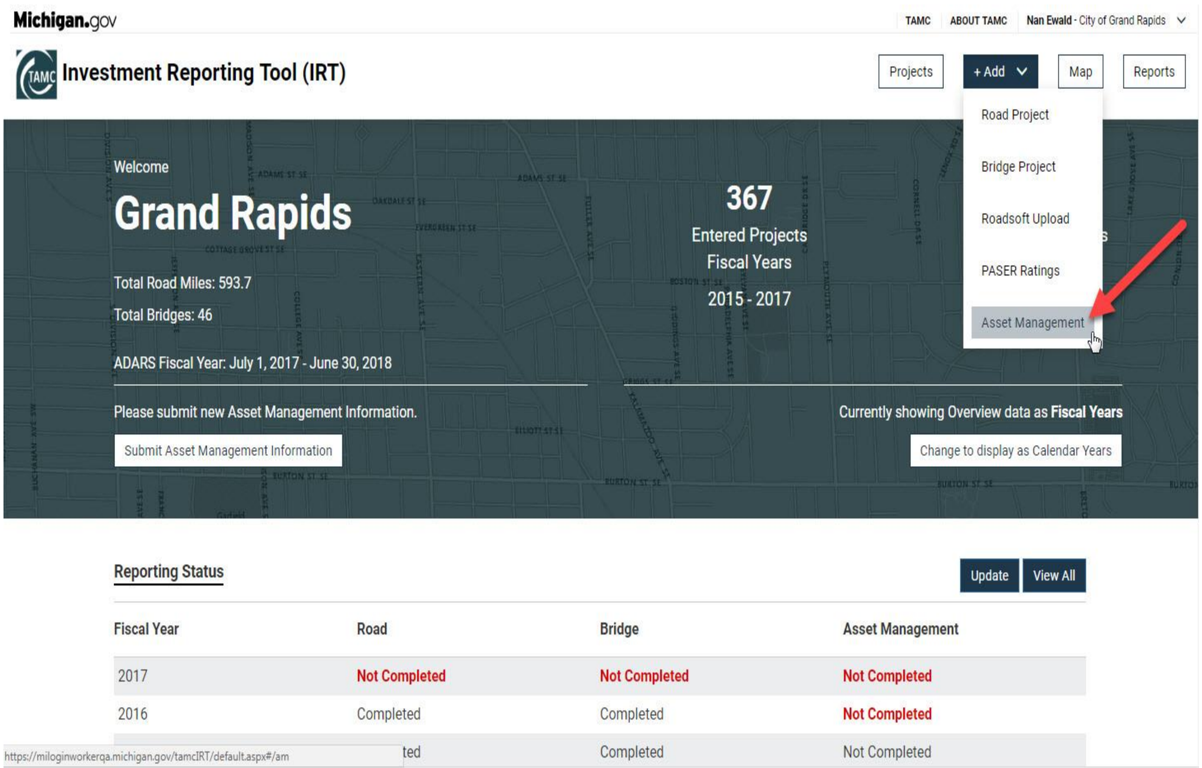

REMINDER: By clicking on the Delete Button you will remove a project completely from the statewide database.

When you click on the Update option the screen the Edit Road Project Screen appears allowing you to make changes and resave the project accordingly.

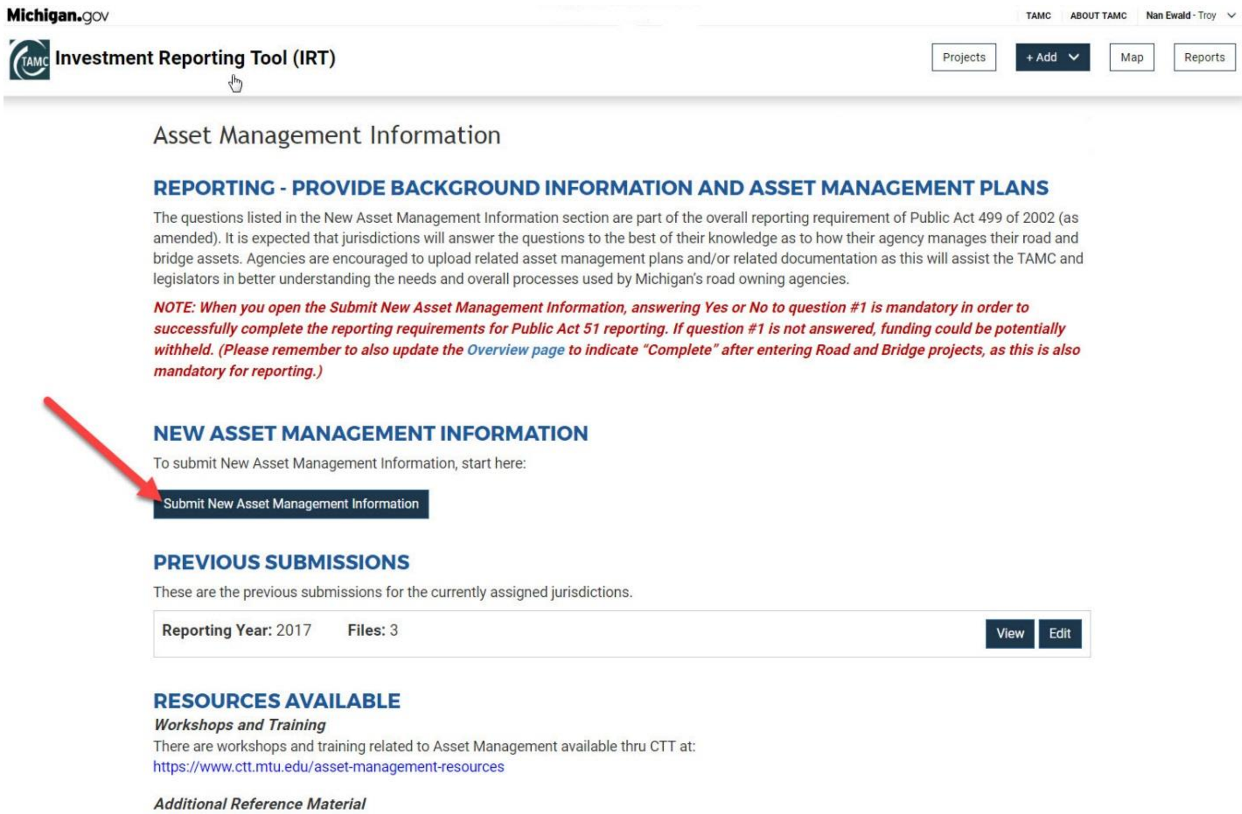


# 6. Asset Management Questions

**To start the Compliance process, you must answer the Asset Management Questions**: You can get to this on the home page. You can click the + Add button and you can select **Asset Management Information** from the dropdown list.




This will take you to the Asset Management Information page. Click on the button mid screen, Submit New Asset Management Information.




Clicking the button will extend the window. It is required that you answer question 1 in red to be in compliance. You can then answer the other questions. There is an **+ Add File** button that you can click if you have a digital Asset Management Plan to upload. Then you can hit the **Complete** button at the bottom of the page. If you answer no, then you can go directly to the **Complete** button at the bottom of the form and click.

Once you have clicked on the **Complete** button your status for Asset Management will automatically be updated to completed on the Status Page.

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TAMC ABOUT TAMC Nan Ewald - Troy

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Projects + Add Map Reports

## Asset Management Information

### REPORTING - PROVIDE BACKGROUND INFORMATION AND ASSET MANAGEMENT PLANS

The questions listed in the New Asset Management Information section are part of the overall reporting requirement of Public Act 499 of 2002 (as amended). It is expected that jurisdictions will answer the questions to the best of their knowledge as to how their agency manages their road and bridge assets. Agencies are encouraged to upload related asset management plans and/or related documentation as this will assist the TAMC and legislators in better understanding the needs and overall processes used by Michigan's road owning agencies.

***NOTE: When you open the Submit New Asset Management Information, answering Yes or No to question #1 is mandatory in order to successfully complete the reporting requirements for Public Act 51 reporting. If question #1 is not answered, funding could be potentially withheld. (Please remember to also update the Overview page to indicate "Complete" after entering Road and Bridge projects, as this is also mandatory for reporting.)***

### NEW ASSET MANAGEMENT INFORMATION

To submit New Asset Management Information, start here:

Submit New Asset Management Information

### ASSET MANAGEMENT INFORMATION

×

Background Information

* = Required

**Jurisdiction: Troy** ***Reporting Year:** 2017

To help TAMC better understand the approach and tools used by your agency, please answer the following questions:

| | | |
|---|---|---|
| *1. Does your agency have a written Asset Management Plan? | Yes | No |
| 2. Does your agency use an asset management process? | Yes | No |
| 3. Does your agency have separate plans or condition goals for the Primary Road/Major Street versus the Local Road / Street networks? | Yes | No |
| 4. Does your agency use pavement management software or tools to identify and prioritize future road projects? | Yes | No |
| 5. Does your agency use a variety of preventive maintenance and rehabilitation treatments for roads? | Yes | No |
| 6. Does your agency plan road projects 3 or more years in advance? | Yes | No |

Asset Management Plans

If your agency has a written asset management plan, please share this with TAMC by uploading it here. If you would like to develop a plan, the additional resources above can answer questions and assist in creating one for your agency. (Note: You may upload multiple files as you could have a separate plan for roads and then one for bridges etc.)

+ Add File

Confirmation

I have provided the Asset management information for my agency to the best of my knowledge

Complete Cancel

### PREVIOUS SUBMISSIONS

These are the previous submissions for the currently assigned jurisdictions.

**Reporting Year:** 2017 **Files:** 3 View Edit

### RESOURCES AVAILABLE

***Workshops and Training***

There are workshops and training related to Asset Management available thru CTT at:
https://www.ctt.mtu.edu/asset-management-resources

***Additional Reference Material***

Other Asset Management reference materials are located on the TAMC website at:
http://tamc.mcgi.state.mi.us/tamc/#/support/assetManagement

***Contact Information***

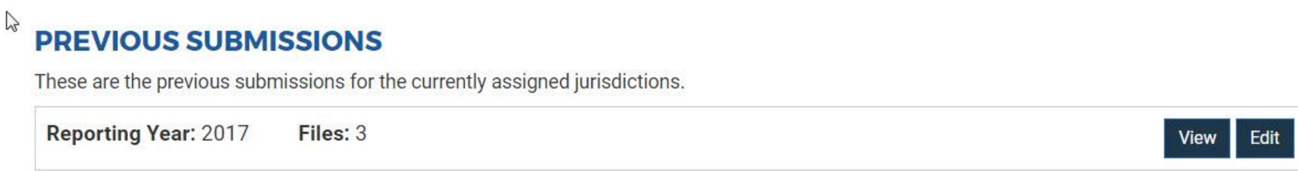
If there are questions about the Asset Management templates or other items on this page, please contact the TAMC Coordinator:

Name: Roger Belknap Lansing, MI

Phone: 517-373-2249

Email: belknapr@michigan.gov

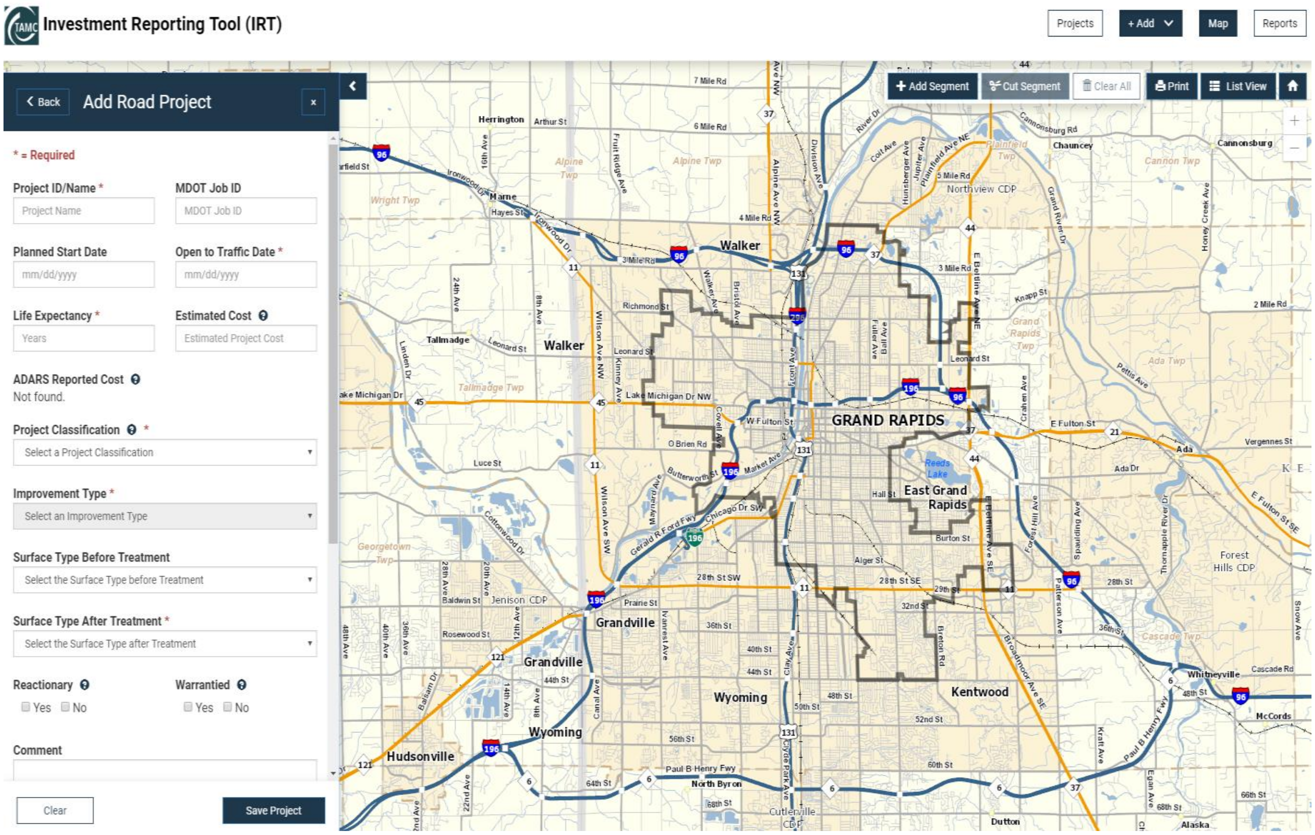
Also on this page, there is a Previous Submissions Section where you can click to View any previous submissions. You can also edit them by clicking on the Edit button.




## 7. Adding a Road Project

**Adding a Road Project:** If you have treatments to enter, there are 2 ways to enter Treatments either under the + Add drop down button or the Map button. We will do the Data Method and then the Map. Go back up to the + Add drop down button and click on it. The drop-down list will appear. Click on Road Project.

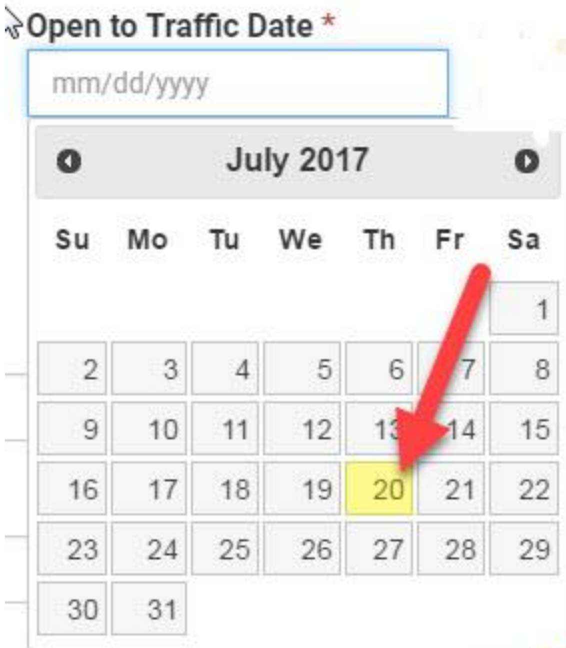
The page will change with a map of your current Jurisdiction.



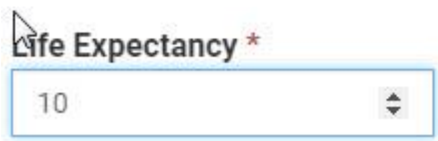

When you click the Add button the form changes. There are 6 boxes that you are required to answer, and they are followed by a *. The other boxes you can fill in, but they are not requirements and are for your information. If there is a next to a box, if you click on it an explanation of what the box is asking is provided.

* Project ID/Name - Fill in the box with a Project ID/Name. This name must be unique for each project.


* Open to Traffic Date – When you click inside this box a calendar picker will pop up and you can select your date open to traffic.

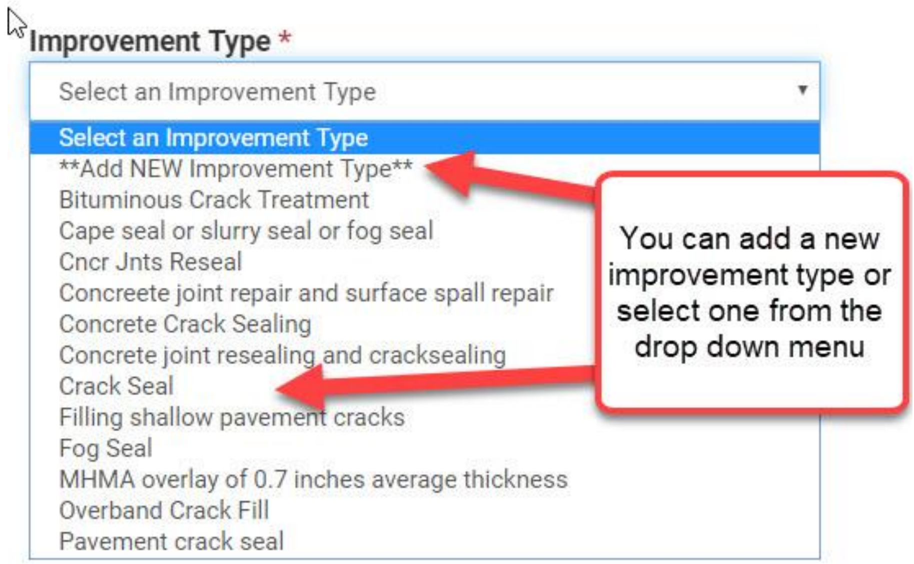



* Life Expectancy – Key in how long you expect the treatment to last, or use the up/down arrows at the end of the box.



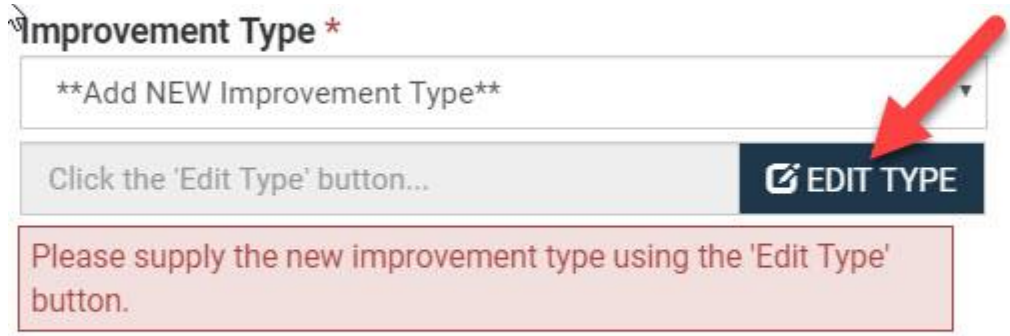

* Project Classification – Click inside the box and a dropdown will appear with the options, Heavy CPM, Light CPM, Reconstruction and Rehabilitation. Click on your selection.


* Improvement Type – Depending on what Project Classification Type you have selected the dropdown for the Improvement Types Changes. Select the Improvement Type from the dropdown menu, or there is the option to add a new improvement type.



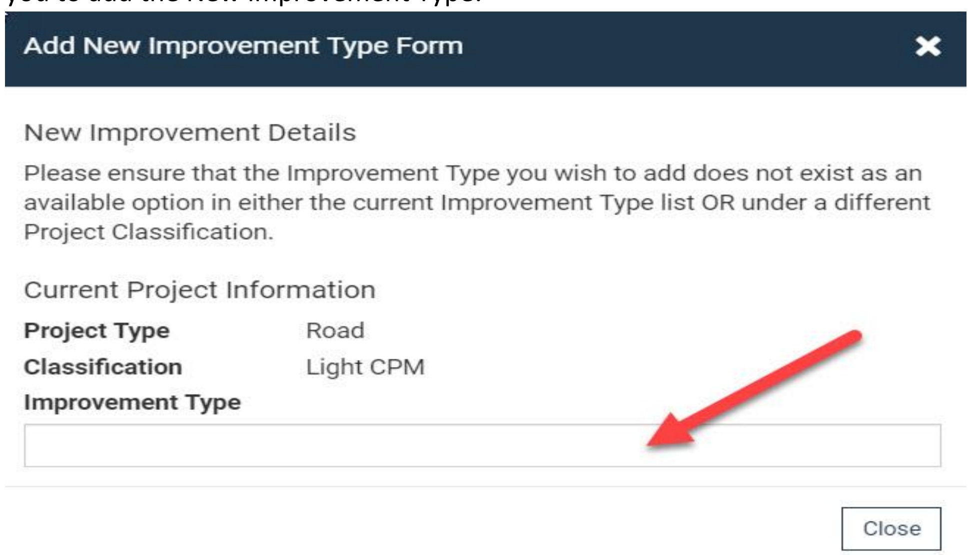

If you select add a NEW Improvement Type, the box will expand. You will need to click on the 

button.




Once you have clicked on the 

button a new form comes up on the screen that allows you to add the New Improvement Type:



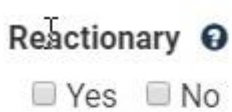
* Surface Type After Treatment – Click on a Surface Type listed in the dropdown menu.


Other fields can be filled in but are not required:

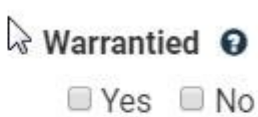
MDOT Job ID
Planned Start Date
Estimated Cost
Surface Type Before Treatment

ADARS Reported Cost will be filled in after the ADARS cost reporting has been filled out.

There are 2 Boxes the Council would like you to fill out:

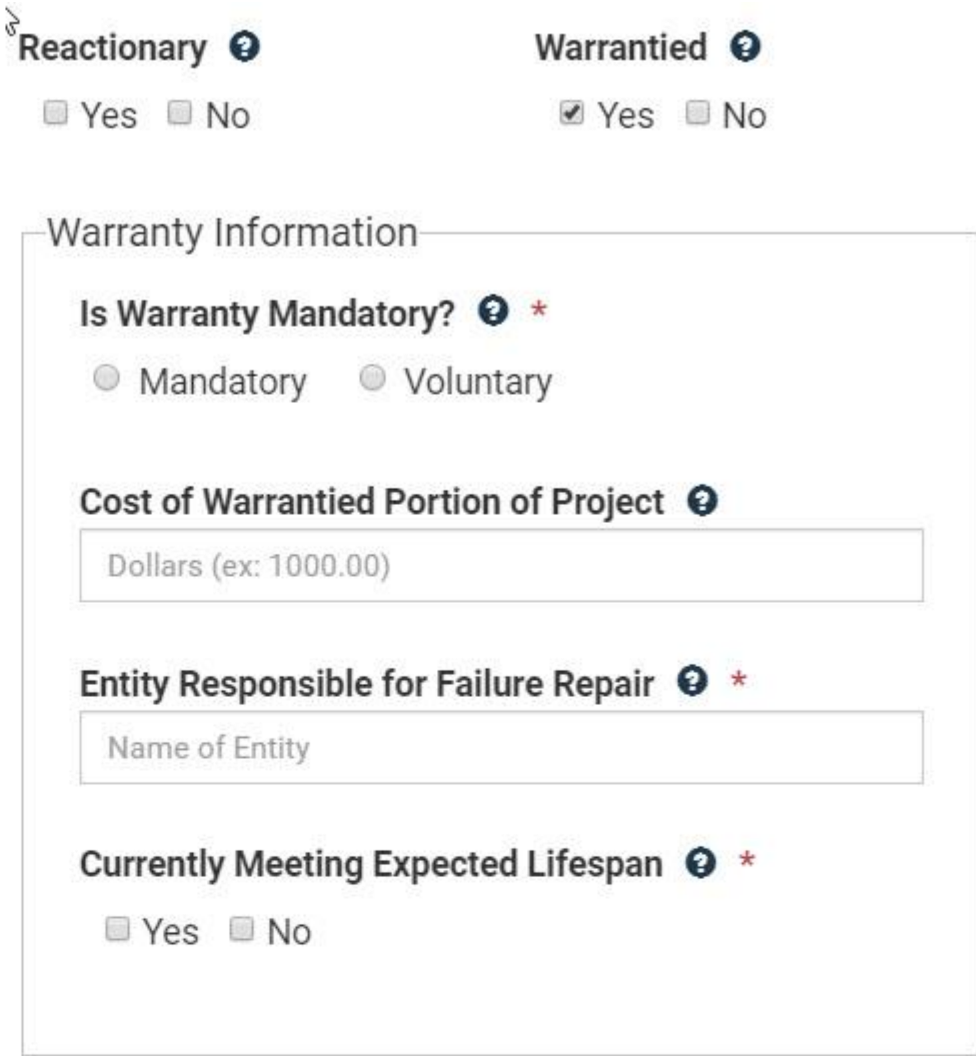



If you click the question mark next to the word Reactionary, a window will pop up giving an explanation of what the Council wants to know.




If you click the question mark next to the word Warrantied, a window will pop up giving an explanation of what the Council wants to know.

If you click Yes, the form will expand and ask for more information about the Warranty.  Please click the boxes and fill in the warranty information.



Reactionary

Yes No

Warrantied

Yes No

Warranty Information

Is Warranty Mandatory? *

Mandatory Voluntary

Cost of Warrantied Portion of Project

Dollars (ex: 1000.00)

Entity Responsible for Failure Repair *

Name of Entity

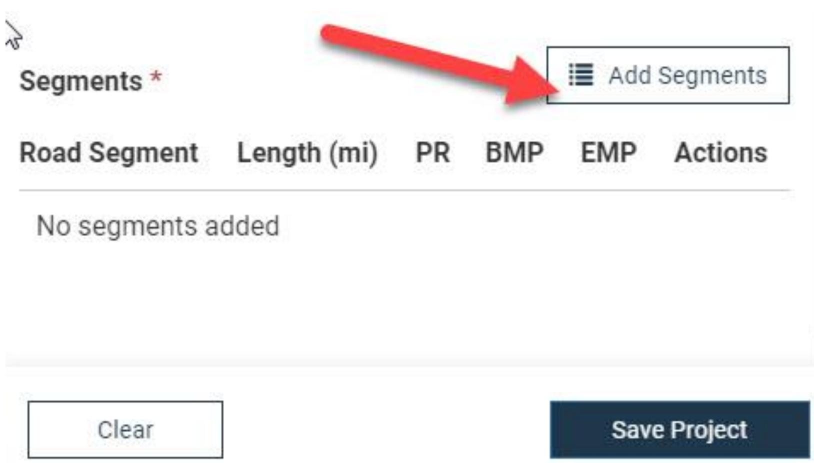
Currently Meeting Expected Lifespan *

Yes No

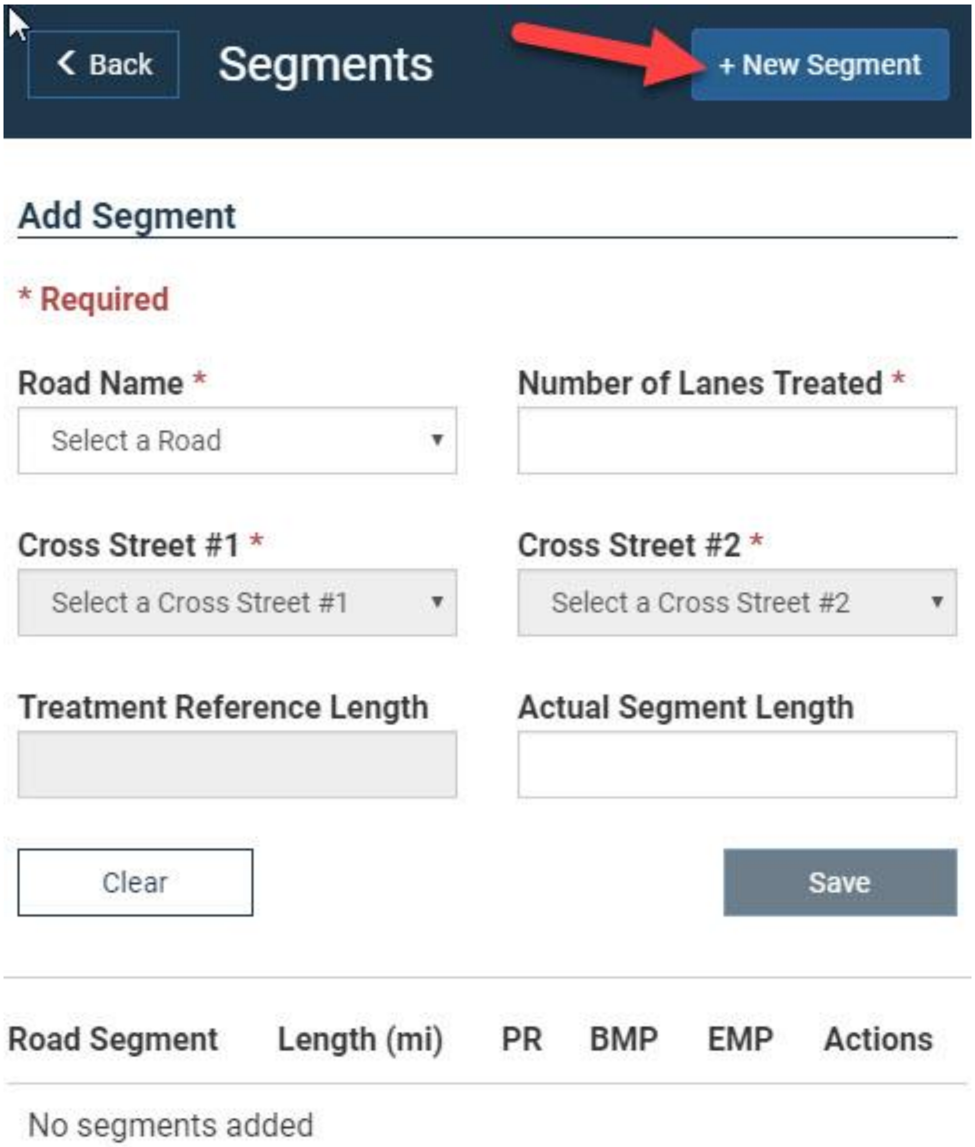
*Please note that the warranty program can have exceptions, so not every project over $2,000,000.00 will have a warranty if there has been an exception.

There are Comment and Description Boxes to add any project details:


Adding Segments from Data.  Click on the Add Segments Button.




The form will refresh, and Click on the New Segment Button. Once the button has been clicked, it will add the new fields shown below.



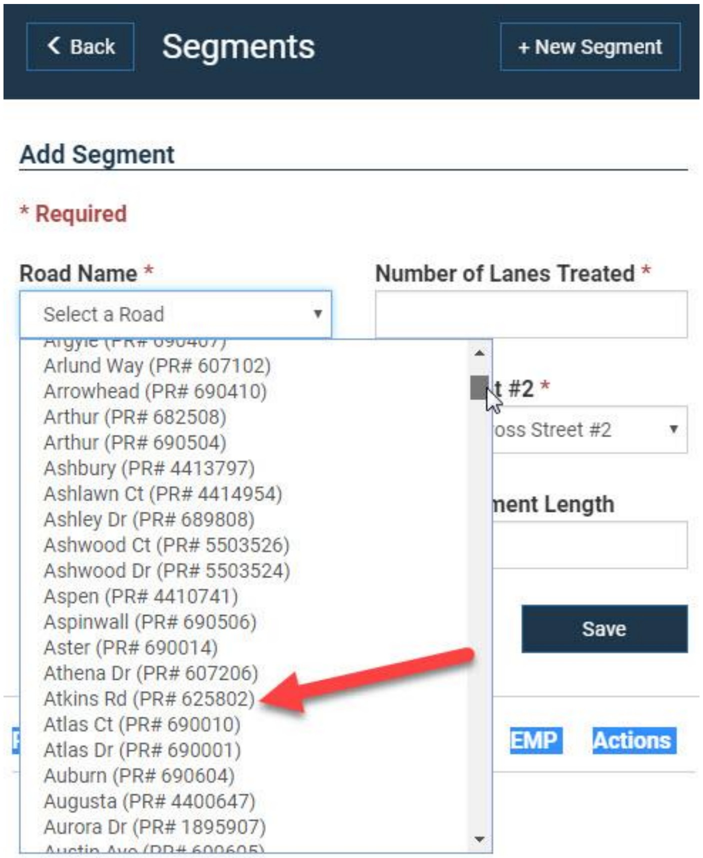

To Add Segment, select the road you are doing treatments on from the dropdown list. When your Jurisdiction is selected it will give you a dropdown list to choose the road from.

Select the Road

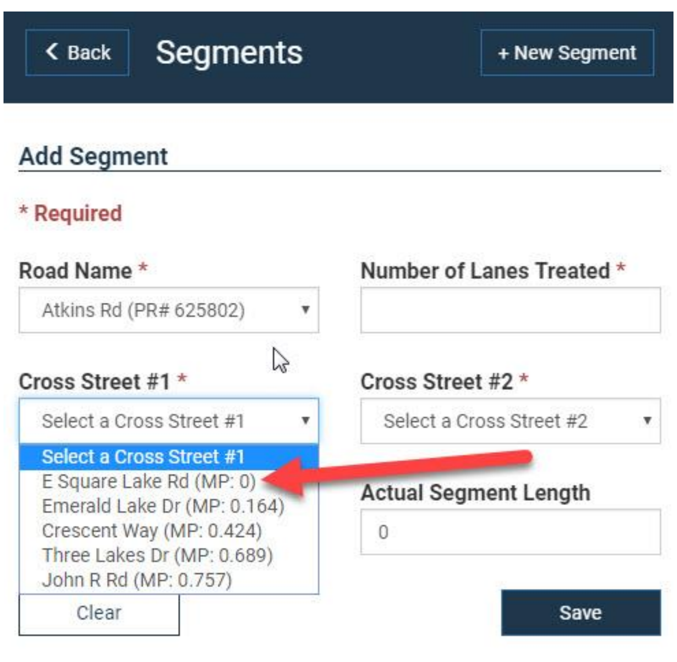
Select the first Cross Street.

Select the second Cross Street.

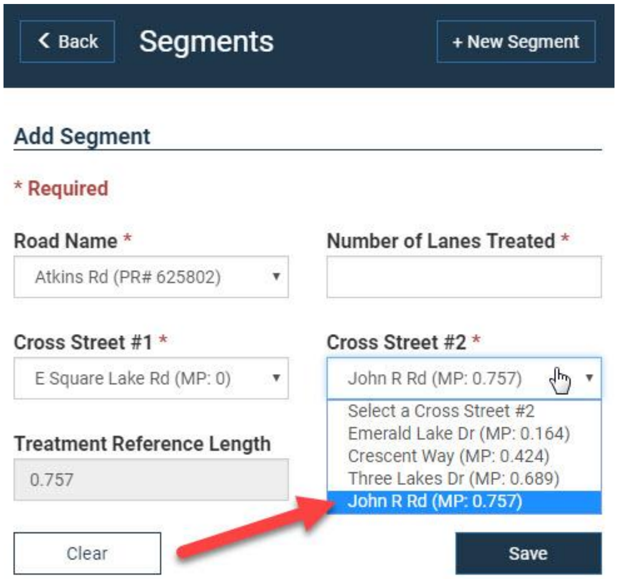
Select a Road



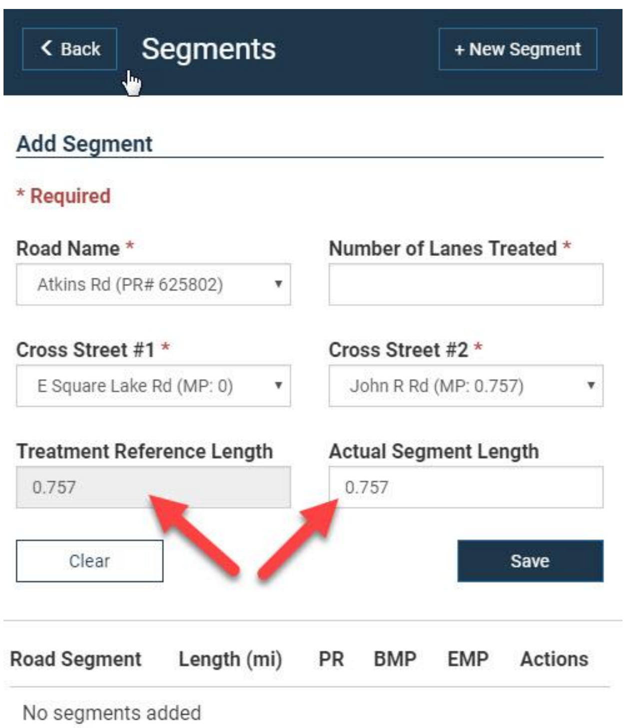

Select Cross Street #1



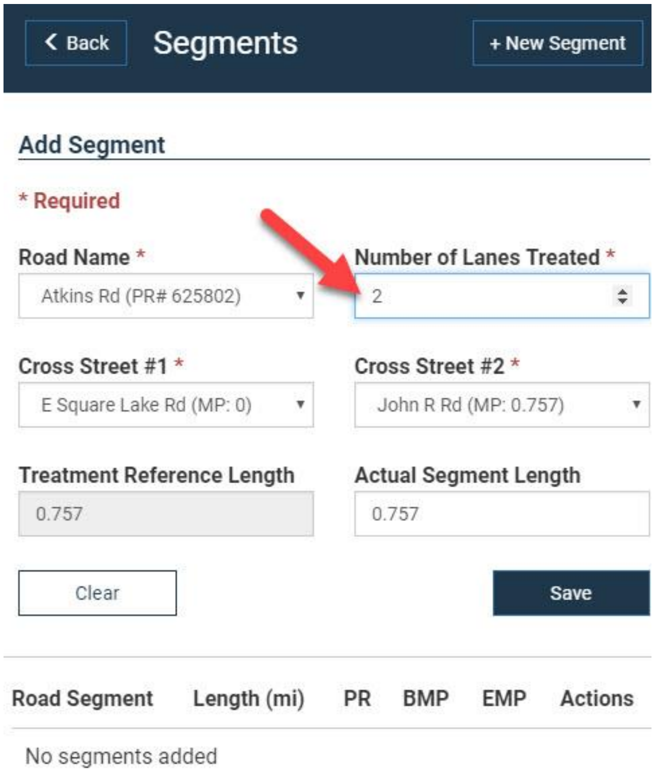

Select Cross Street #2



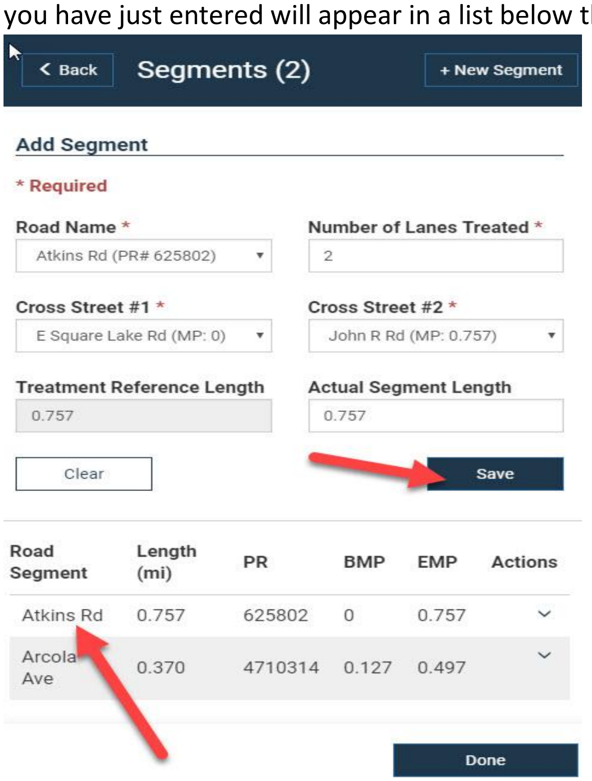

The **Treatment Reference Length** is automatically filled in, but if you have treated only a portion of the road in the **Actual Segment Length** box a different value can be keyed in.




Fill in Number of Lanes Treated – You can type the value in or use the arrows on the right side of the box.

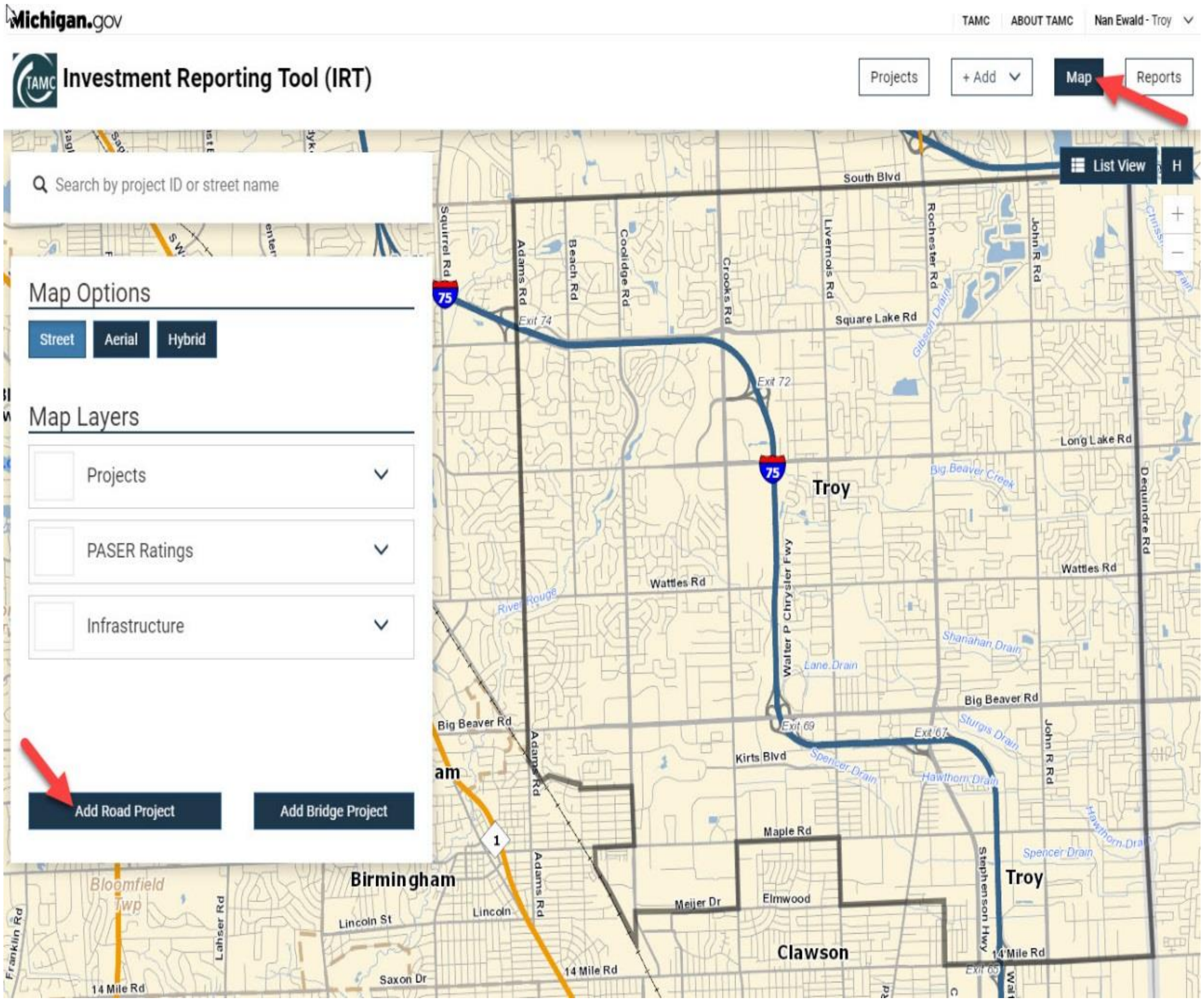



Once all the correct information is filled in, you can hit the save button and the road treatment you have just entered will appear in a list below the save button.

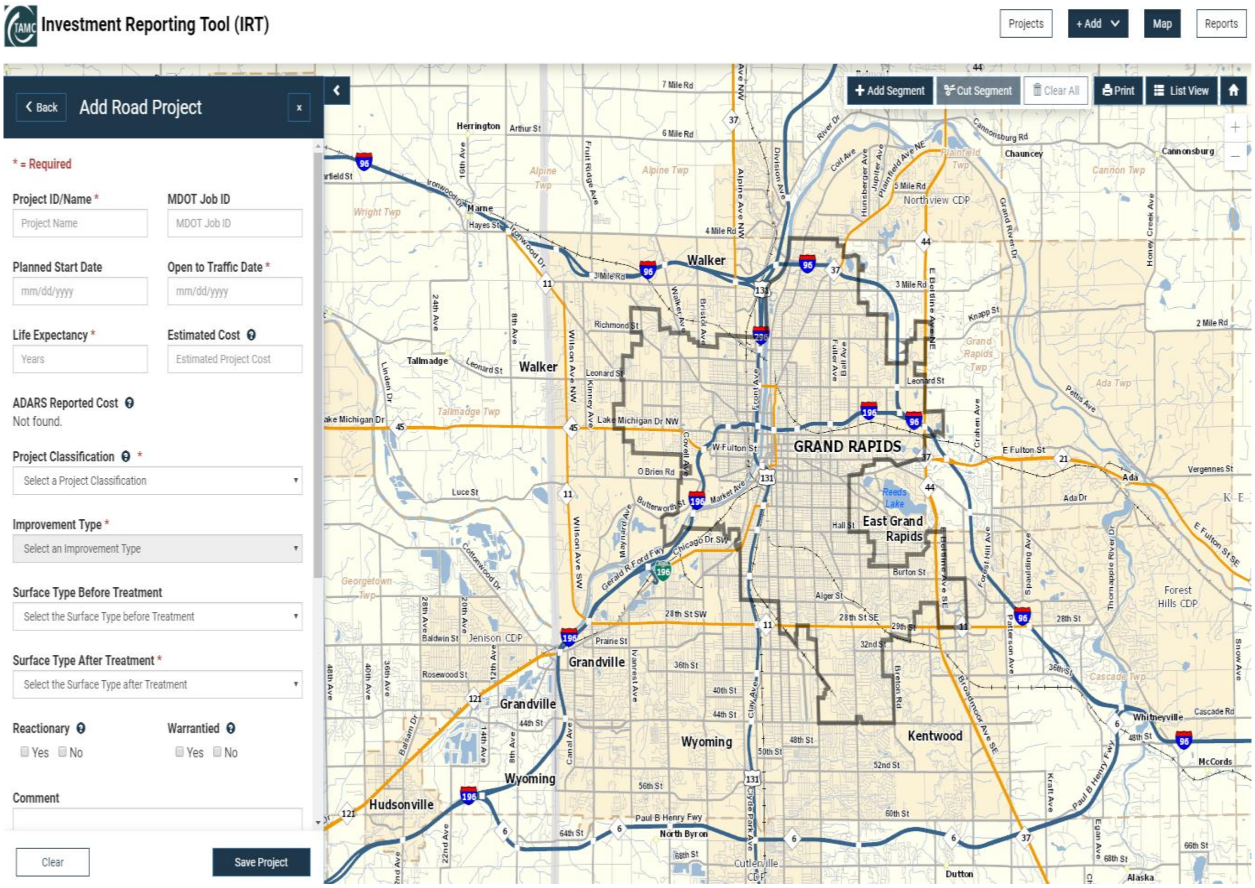



**To Add Segments using the Map Method use the following steps:**

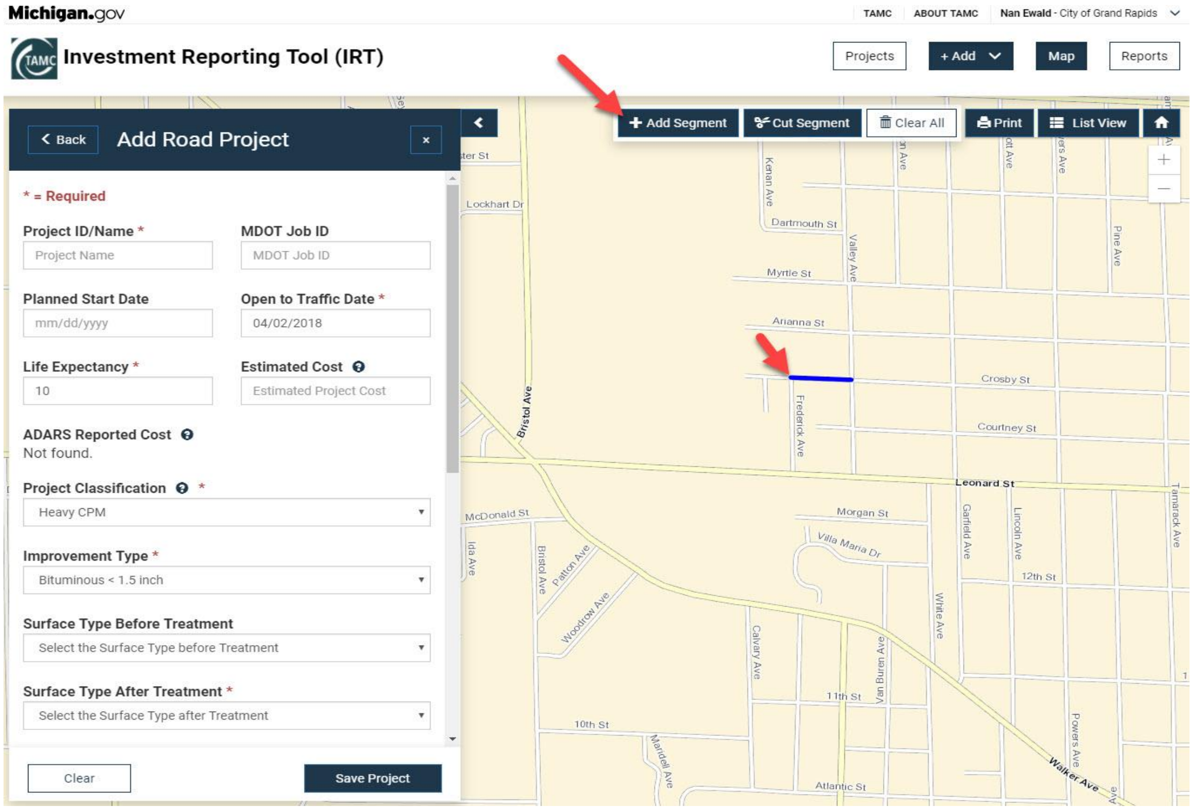
Click on the Map Button, then click on the Add Road Project button.



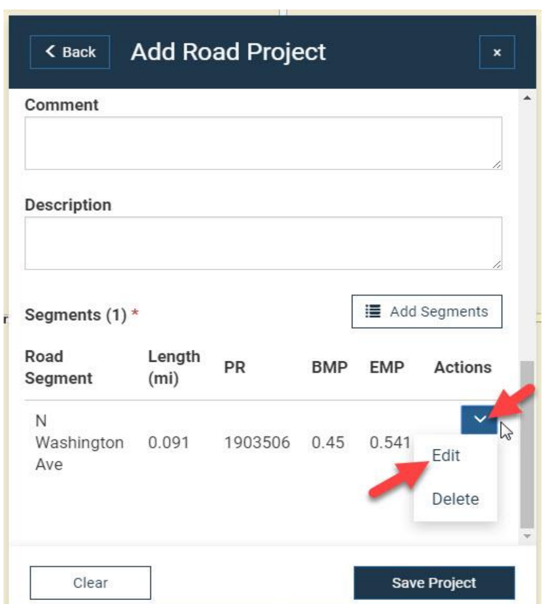

The Map View will update to give you the Add Road Project screen and a series of new buttons across the top of the Map.



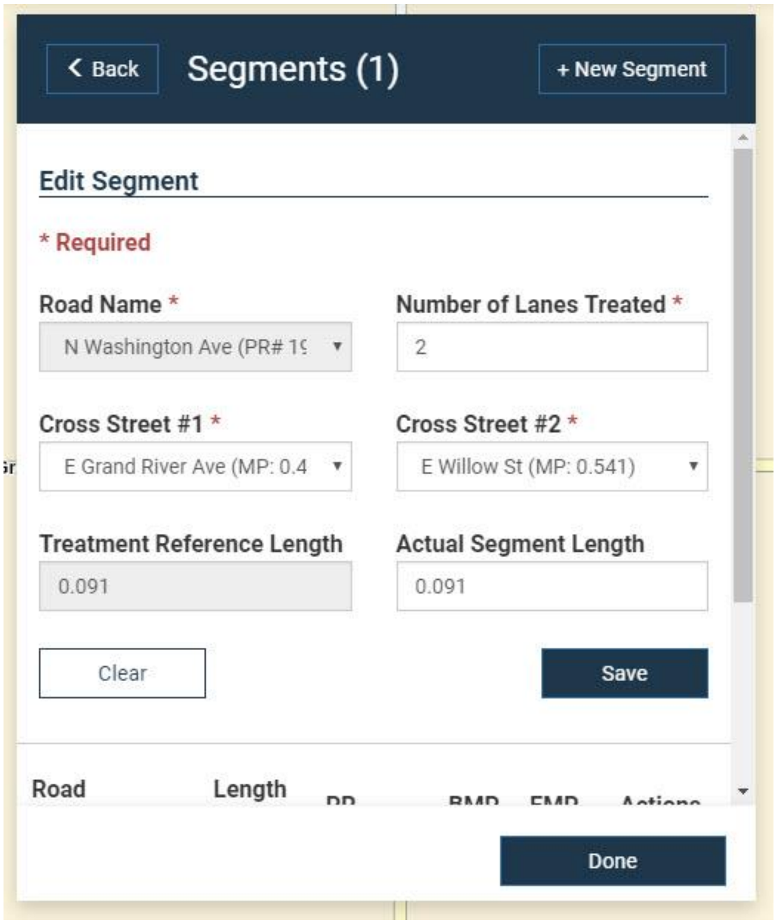

The Add Road Project screen is the same as the one listed previously with the same 6 required questions. Fill in the * required fields as shown in the data steps above. When you have answered the 6 required questions and verified that you are in the correct jurisdiction by checking in the upper right hand corner of the page (next to your name), Zoom into the area where the road treatments are by using the plus (to zoom in) or minus (zoom out) in the upper right corner of the map. Then Click on the + Add Segment button. The button will highlight and then click on the road on the map that has received the specified treatment. The road will turn Blue.



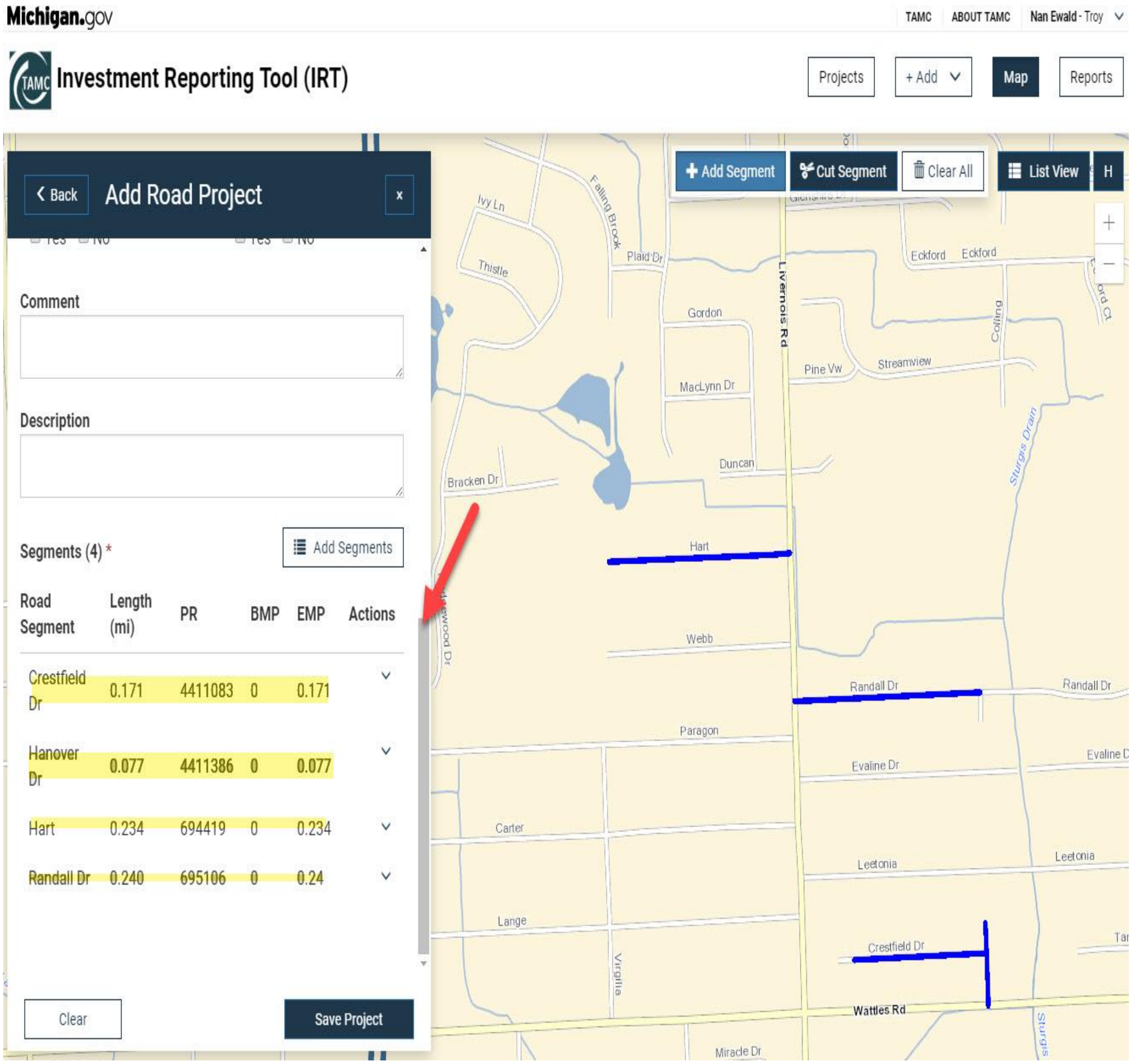

When adding segments on the map the number of lanes treated always defaults to 2 lanes. If you need to change that number after you add the road segment, the road will appear in a list at the bottom of the Add Road Project Screen. Click on the down arrow next to the Road name and 2 buttons will appear. Edit and Delete. Edit allows you to edit the Road information and Delete, deletes the Road and associated information. Please click on the word Edit to edit your lanes.



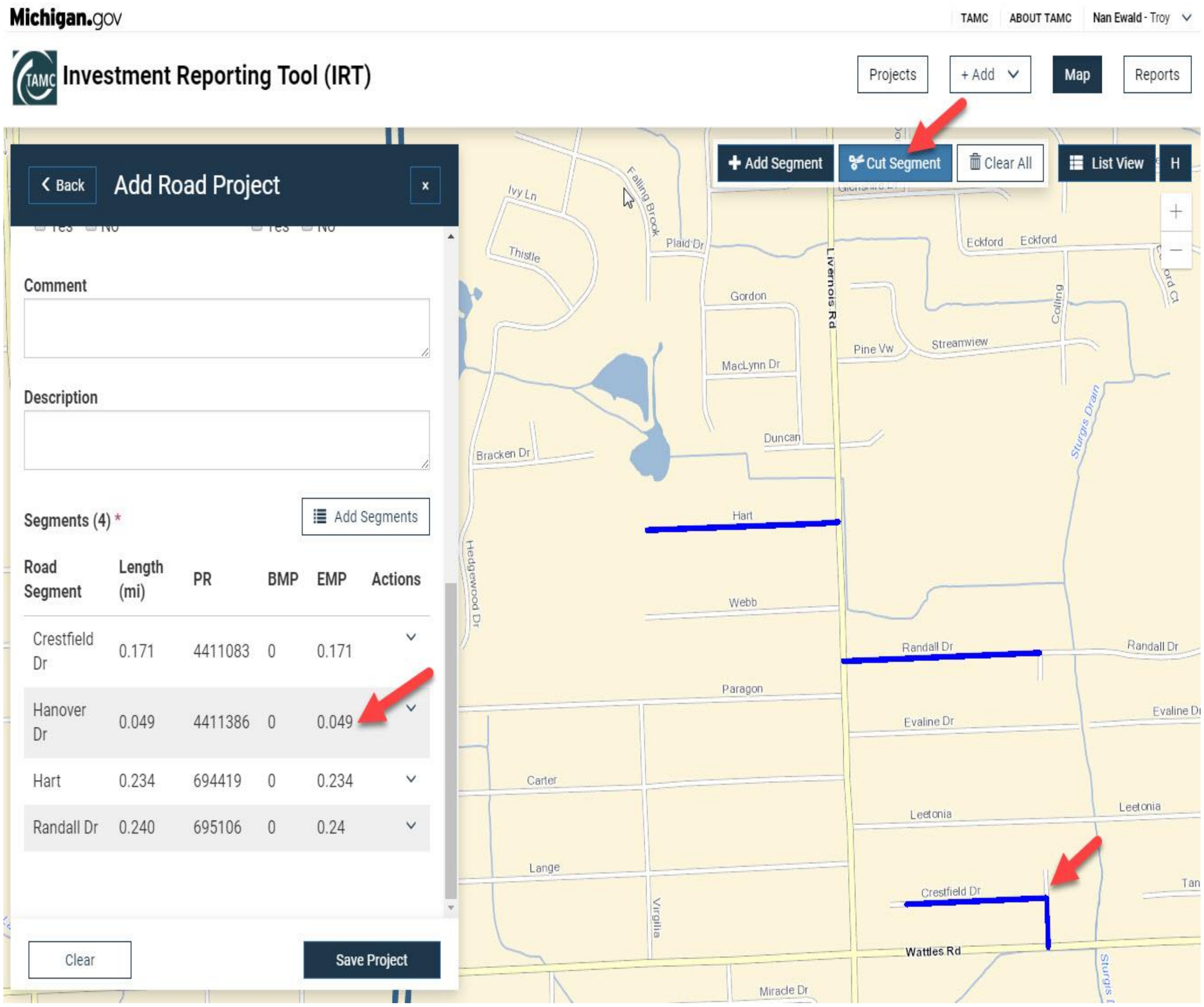

When you click on Edit the Add Road Project window will change to the Segments window. Here you can edit the Lanes treated, Road Name, Cross Streets and Segment Lengths.

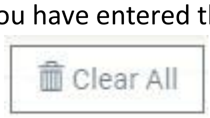



You can also select multiple road segments from the map as long as they all received the same treatment and can have the same Project ID/Name. You can see the list of Roads you are adding by clicking on the scroll bar.

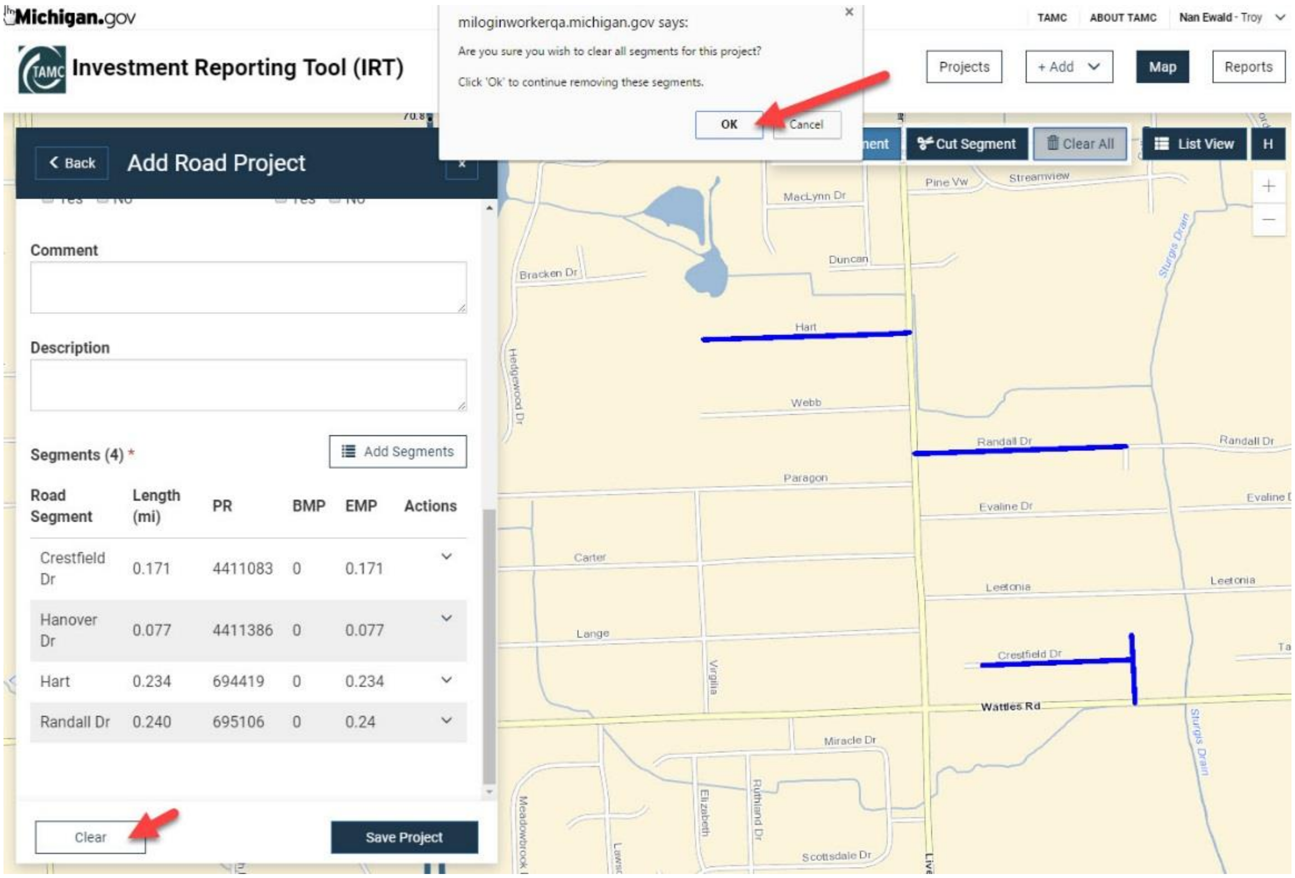



If you have added a segment in error on the map the segment can be removed by clicking on the Cut Segment button. The button will highlight. Click on the segment that was added in error. The Blue highlight on the road that indicated the road was selected disappears and the road becomes unhighlighted and the road segment will be removed from the list, and the distance of the unhighlighted road segment will be subtracted.

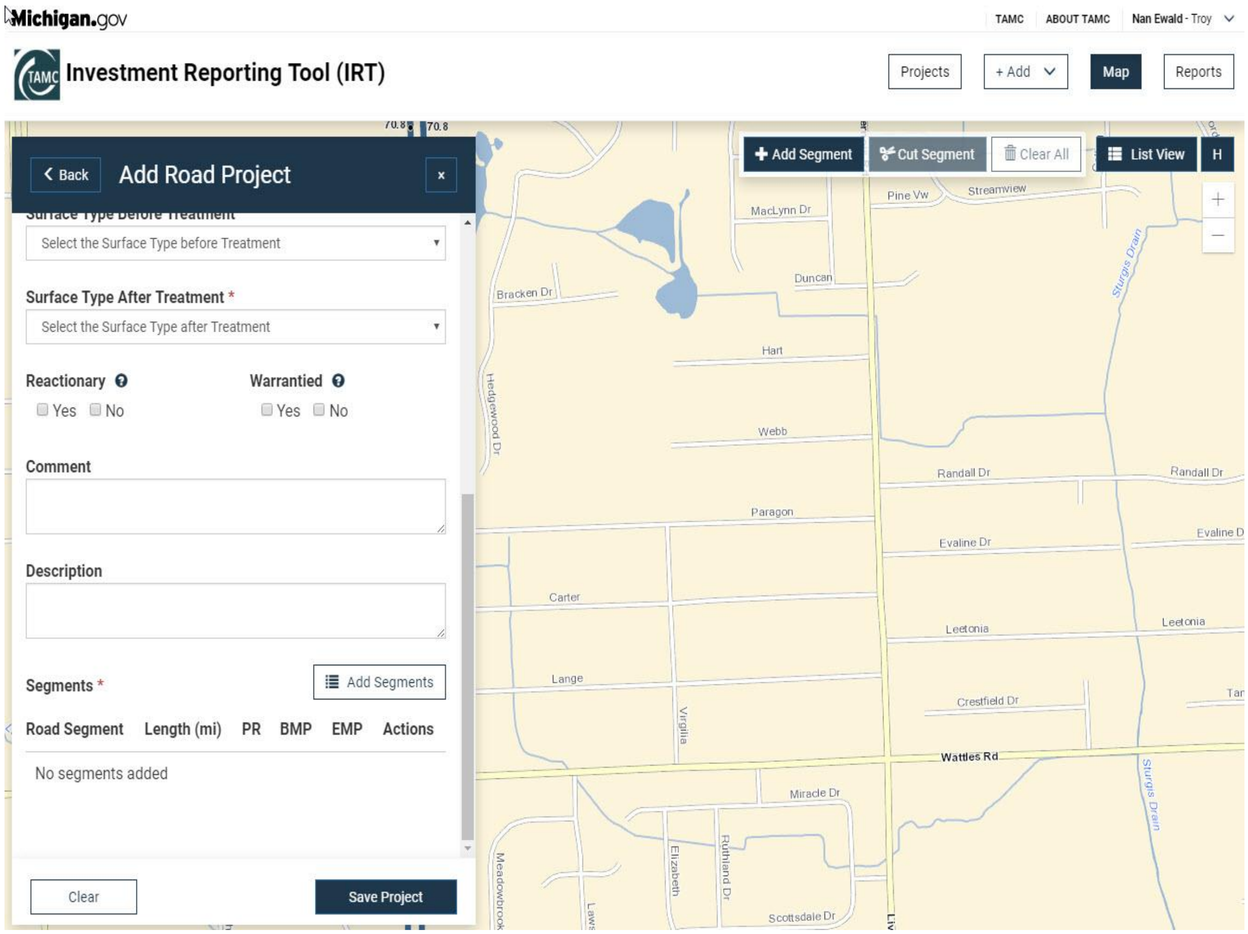


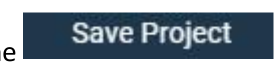

If you have entered the treatment in error and need to clear the form and Map you can click on the 

button. This will bring up a message asking if it is ok to clear all Segments. Click ok to clear the map of the highlighted roads and to clear the segments from the list, or you can hit the Clear Button under the Segment List to clear the form and map without the ok message.

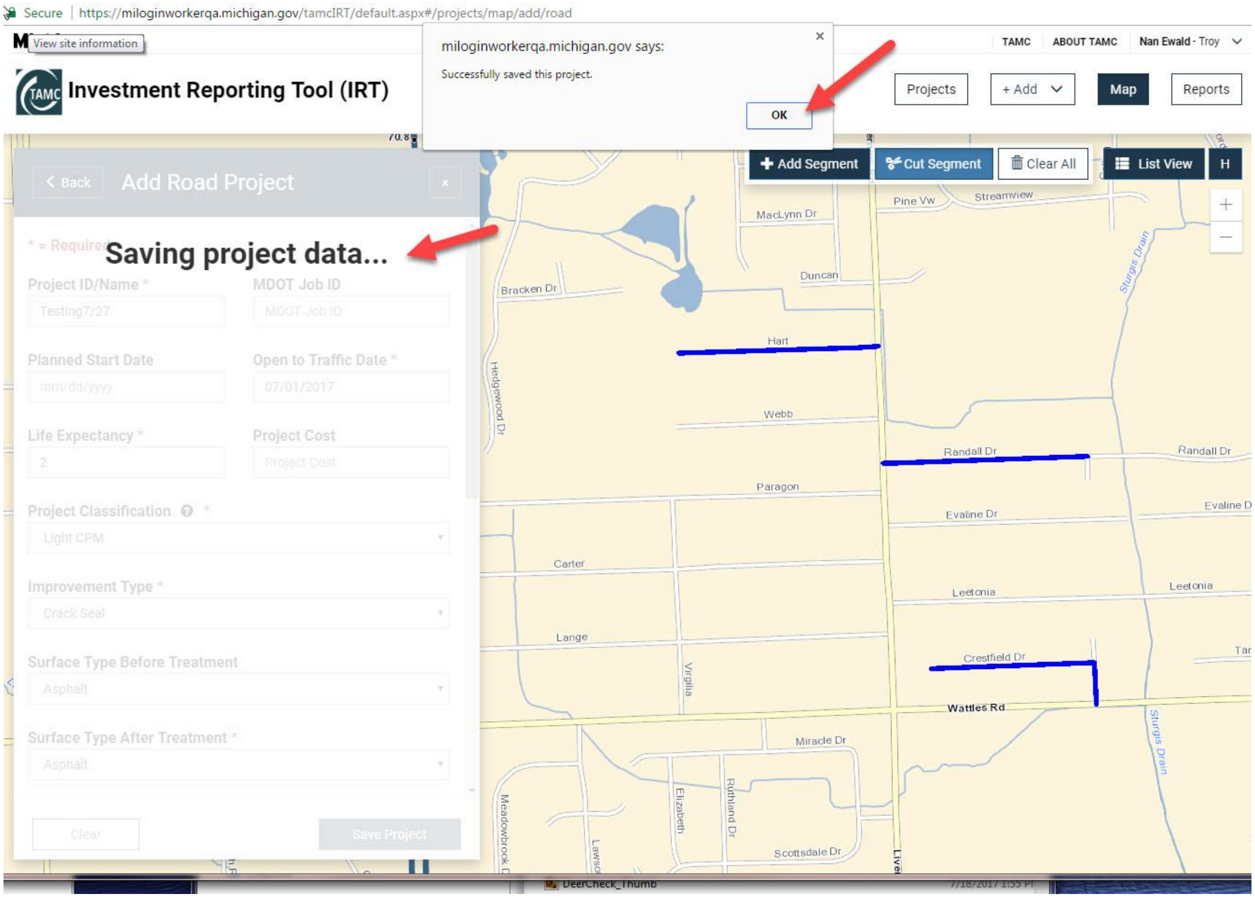



The form will clear, and you can restart the process.



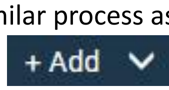

When you are done adding your road treatments click on the 

button. The view will change with the following message Saving project data and give you a success message. Click the OK button on the Success Message.




Once you have saved the project successfully you can enter other treatments and repeat the process above.

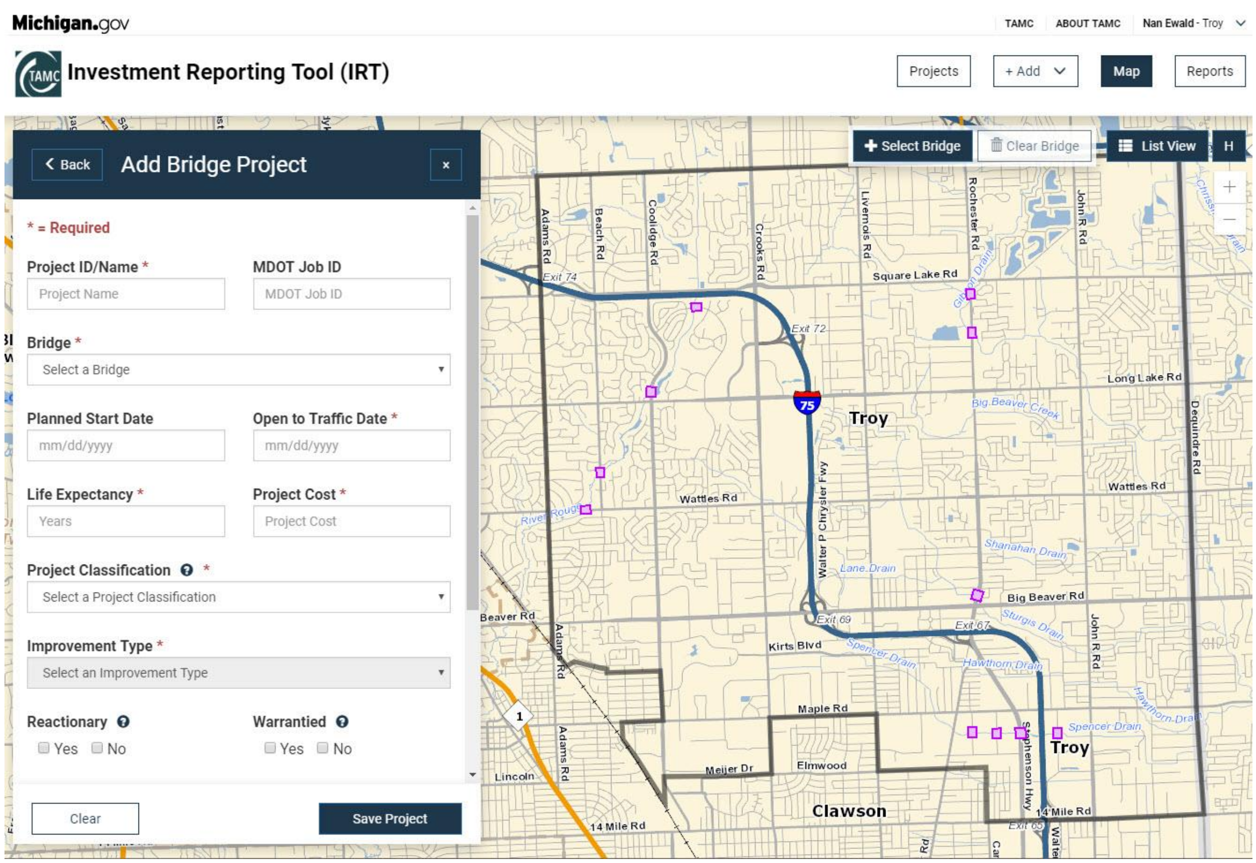
## 8. Adding a Bridge Project

**Adding a Bridge Project**: Adding a bridge project can be done with the data method or the map method, very similar process as adding a road. We will start with the data method. On the IRT home page click on the 

button and select Bridge Project from the dropdown menu

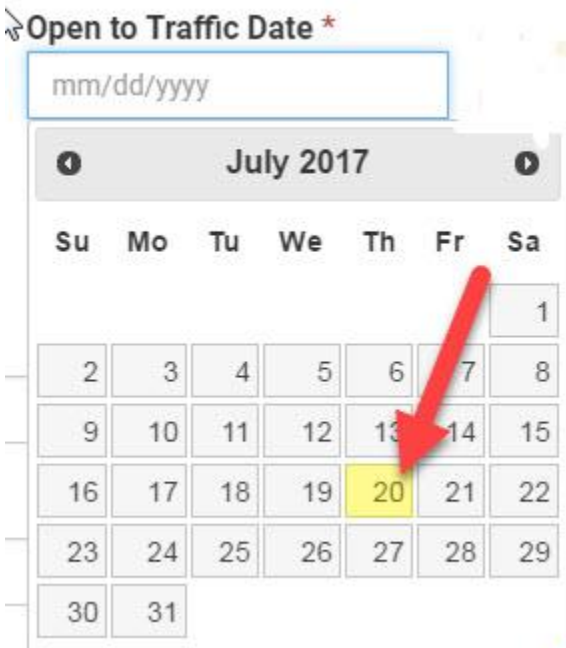

The page will change with a map of your current Jurisdiction, and an Add Bridge Project Screen to the left of the Map. The Add Bridge Project screen has the same 6 questions that you are required to answer, and they are followed by a *, plus and additional requirement of Project

Cost *.

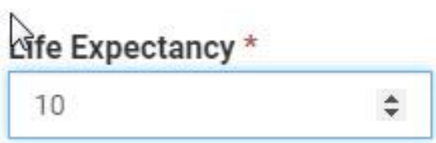



* Project ID/Name - Fill in the box with a Project ID/Name. This name can be up to 50 characters and must be unique for each project.


* Open to Traffic Date – When you click inside this box a calendar picker will pop up and you can select your date open to traffic.



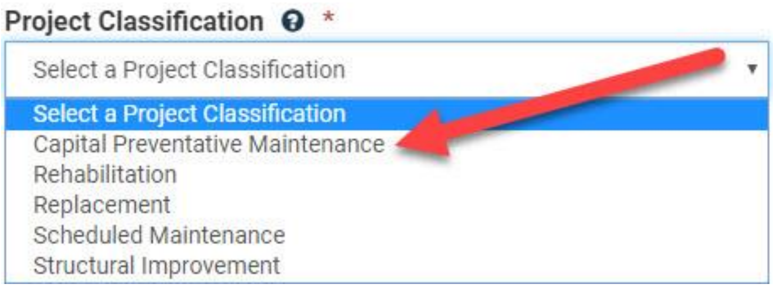

* Life Expectancy – Key in how long you expect the treatment to last, or use the up/down arrows at the end of the box.



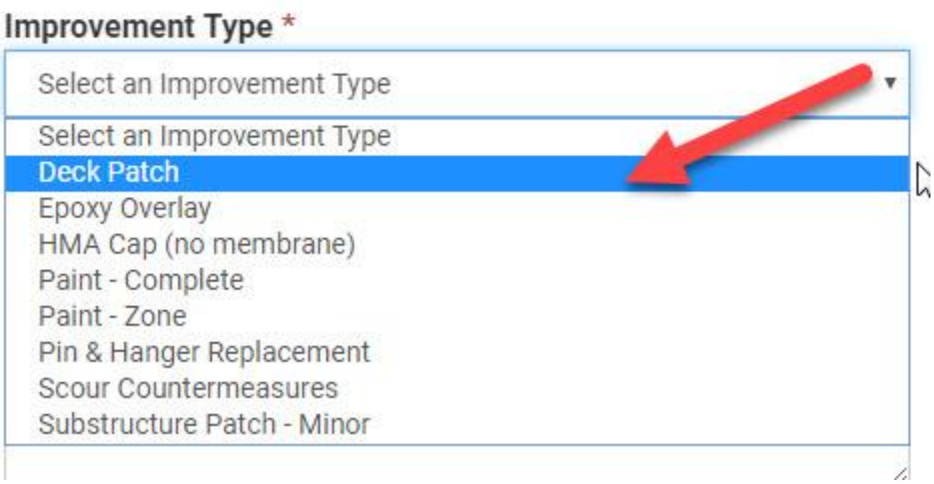

* Project Cost – Key in the costs of the Bridge Project (Do not use commas).


*Costs for bridges are only reported in the IRT. Costs for Bridge projects are not required in ADARS.

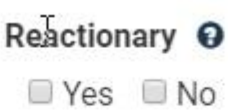
* Project Classification – Click inside the box and a dropdown will appear with the options, Capital Preventative Maintenance, Rehabilitation, Replacement, Scheduled Maintenance and Structural Improvement.  Click on your selection.



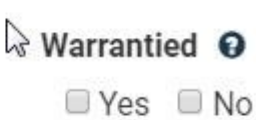

* Improvement Type – Depending on what Project Classification Type you have selected the dropdown for the Improvement Types Changes.  Select the Improvement Type from the dropdown menu.




There are 2 Boxes to check:



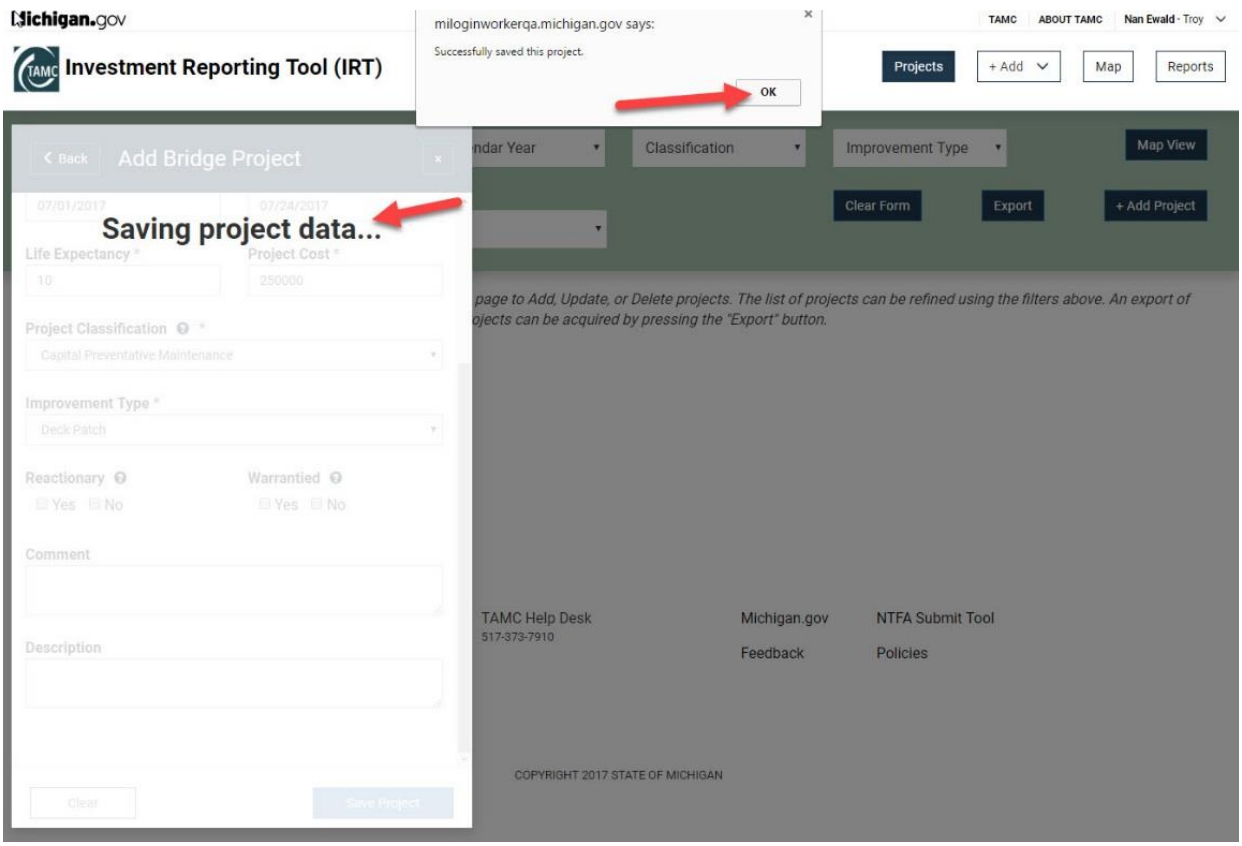

If you click the question mark next to the word Reactionary a window will pop up giving an explanation of what the Council wants to know.



If you click the question mark next to the word Warrantied a window will pop up giving an explanation of what the Council wants to know.

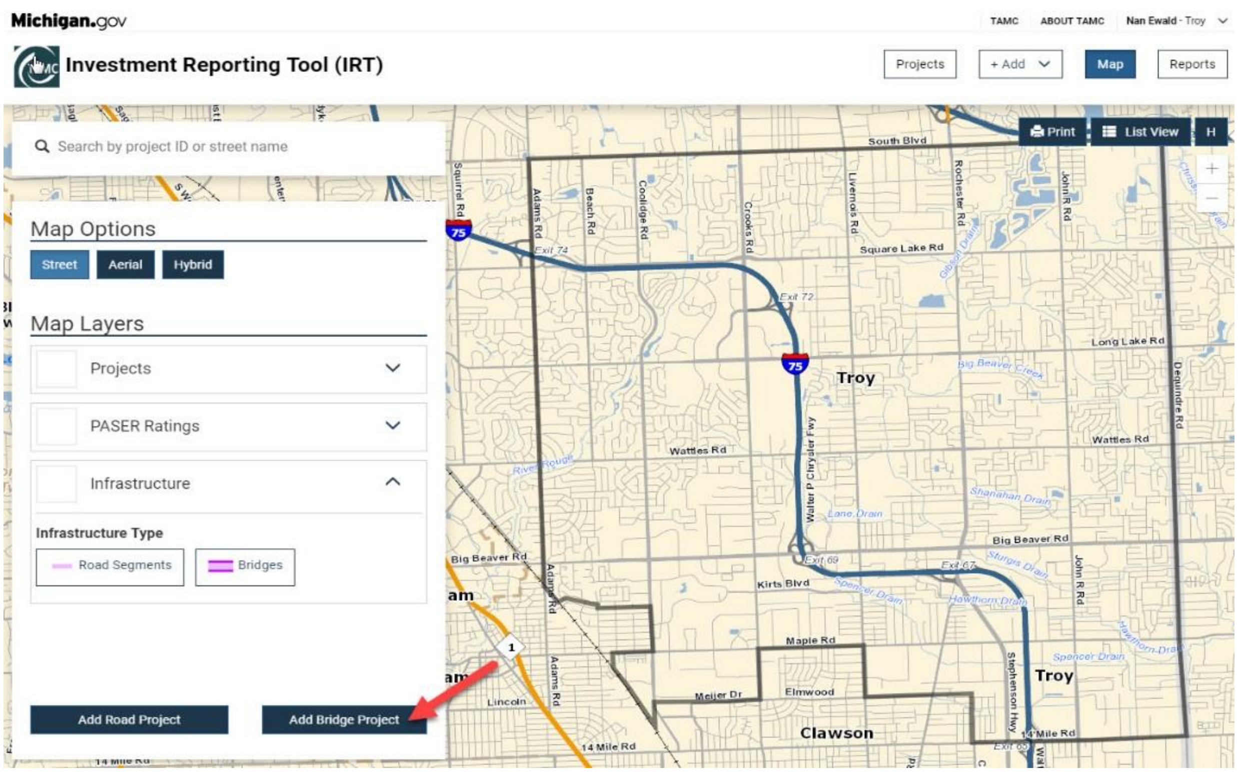
There are Comment and Description Boxes to add any project details:


Once you have entered in all the data for the Bridge Project you can click on the **Save Project** button at the bottom of the form. You will get the following messages on your screen when you hit the save project button. Click the OK button on the successfully saved this project window.

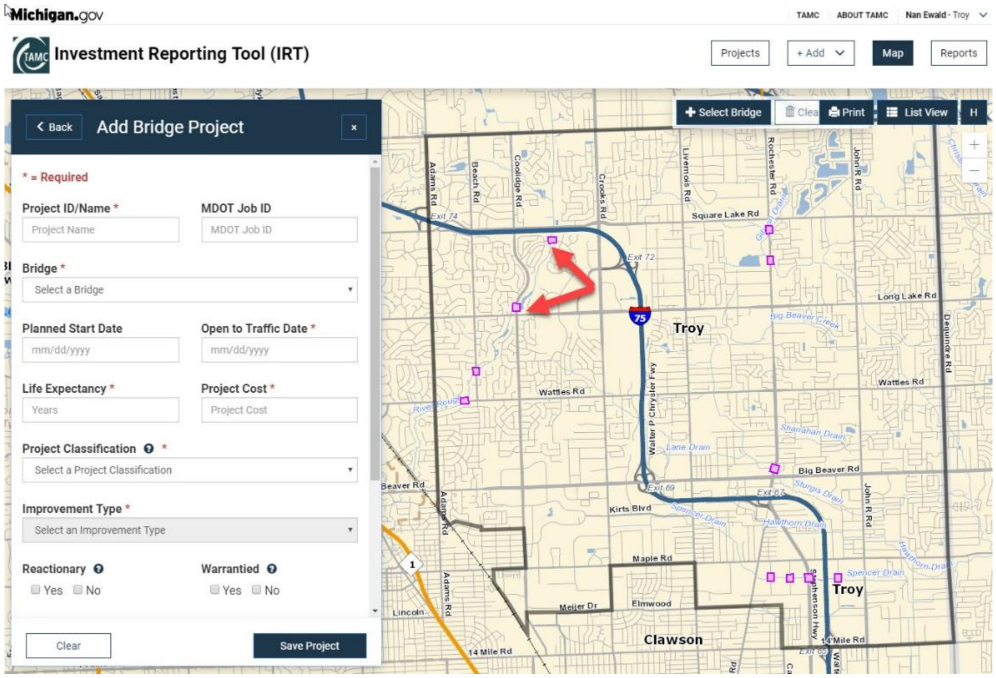


Bridge Treatments can also be added from the Map.

Click on the **Map** button. The screen changes to the Map and the Map Options screen appears to the left of the map. Click on the **Add Bridge Project** button in the lower right corner of the Map Options screen.

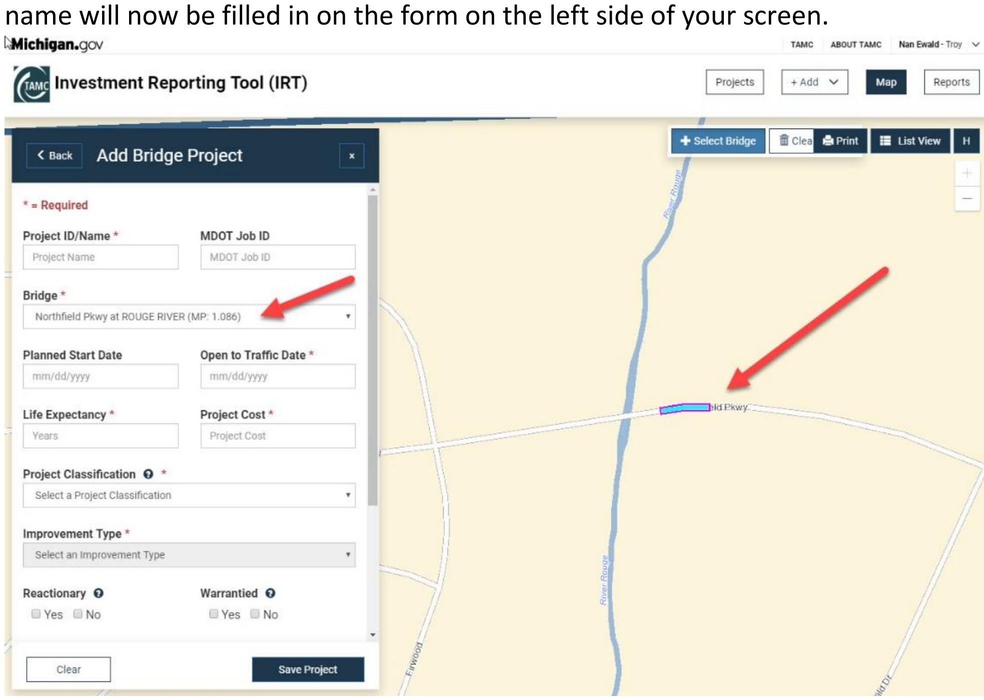



The Bridges will now show on the map.



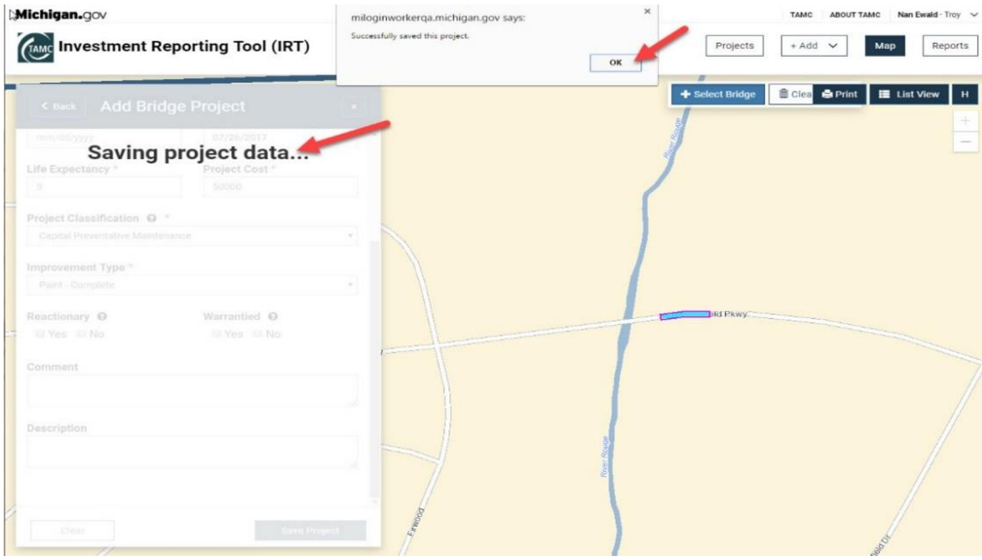

Click on the  button on the upper right half of the Map page. Once this button is selected, the button will highlight and allow you to select a bridge that shows on the map page. When you select the bridge the map will Zoom into the bridge (If the bridge seems offset from the river this is ok, it is a framework problem that will be corrected), and the Bridge name will now be filled in on the form on the left side of your screen.





Fill in the other six fields with the * required fields as shown in the data steps above and click on the 

button. A Saving Project Data message will appear in the Add Bridge Project Screen and a message will appear stating that you have Successfully saved this Project. Click the OK button.



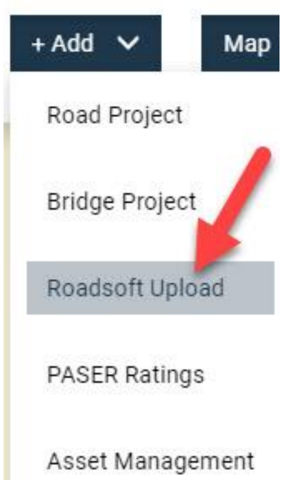

Repeat the process above for additional Bridge Treatment.

## 9. Uploading Roadsoft Data

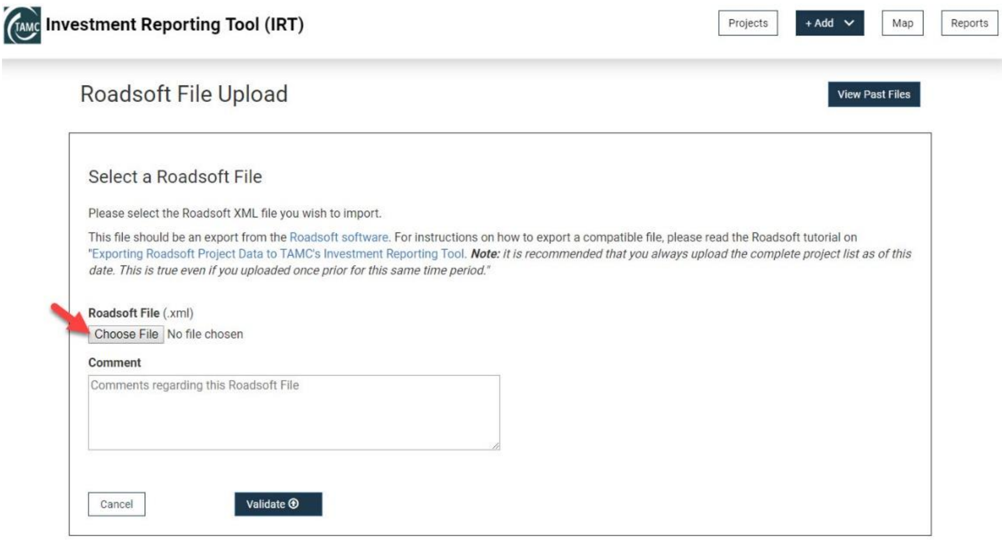
**For additional information on Roadsoft click on the following link:**
http://roadsoft.org/sites/roadsoft/files/TutorialFiles/IRT-Upload.pdf

To do a Roadsoft Upload click the 

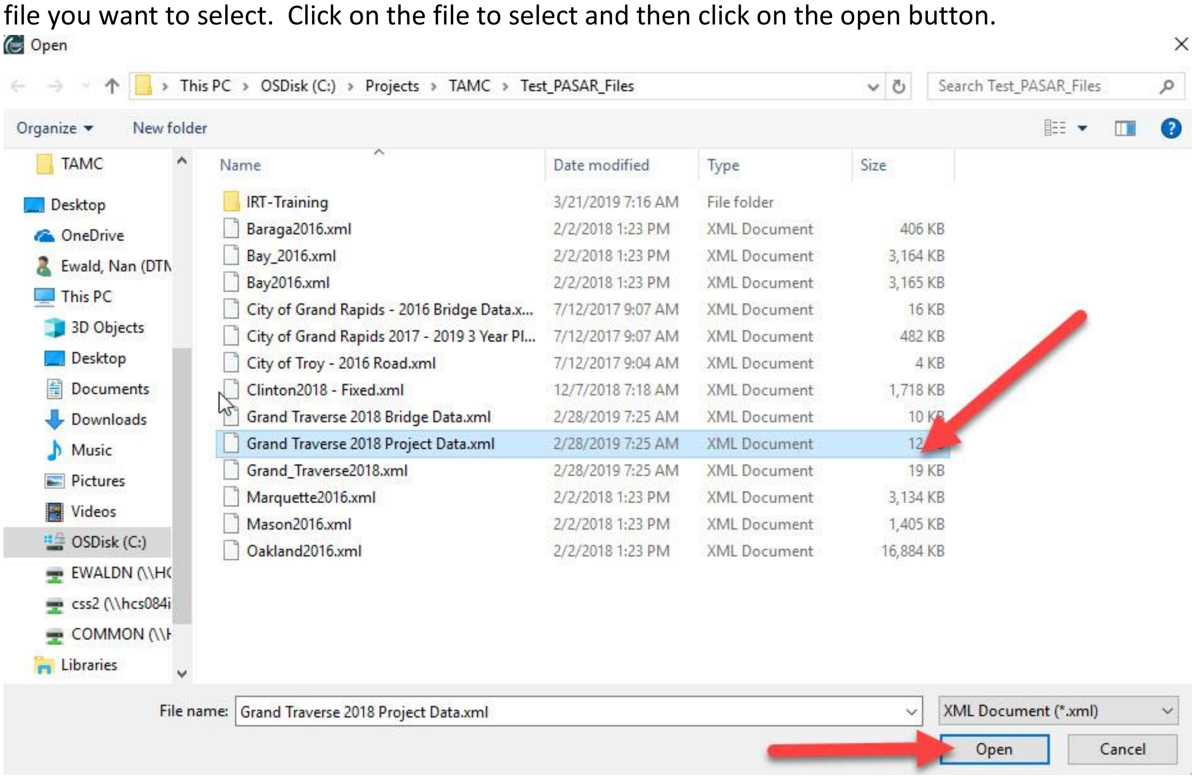
button and a dropdown will appear. Select Roadsoft Upload from the dropdown menu.



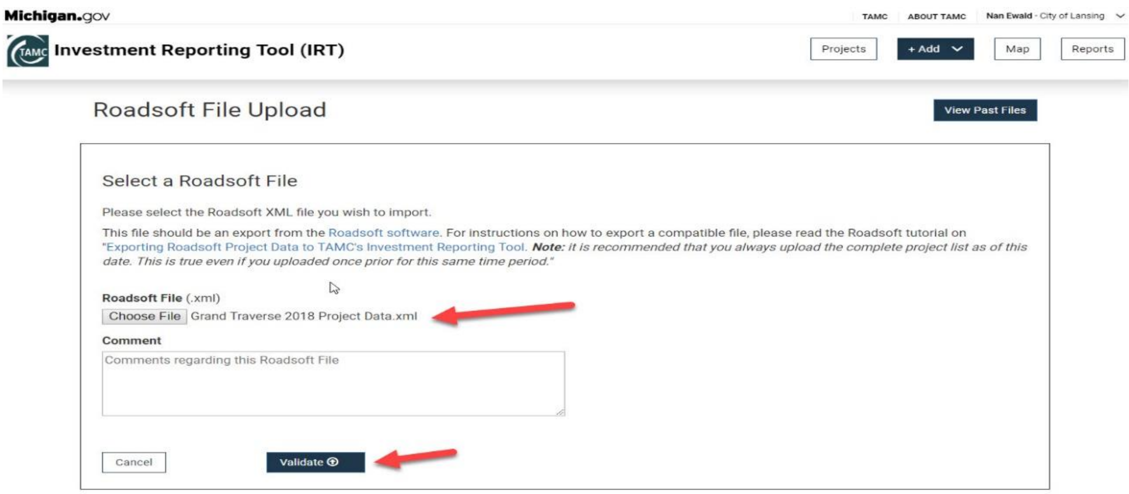
The screen will change to the Roadsoft File Upload Page.



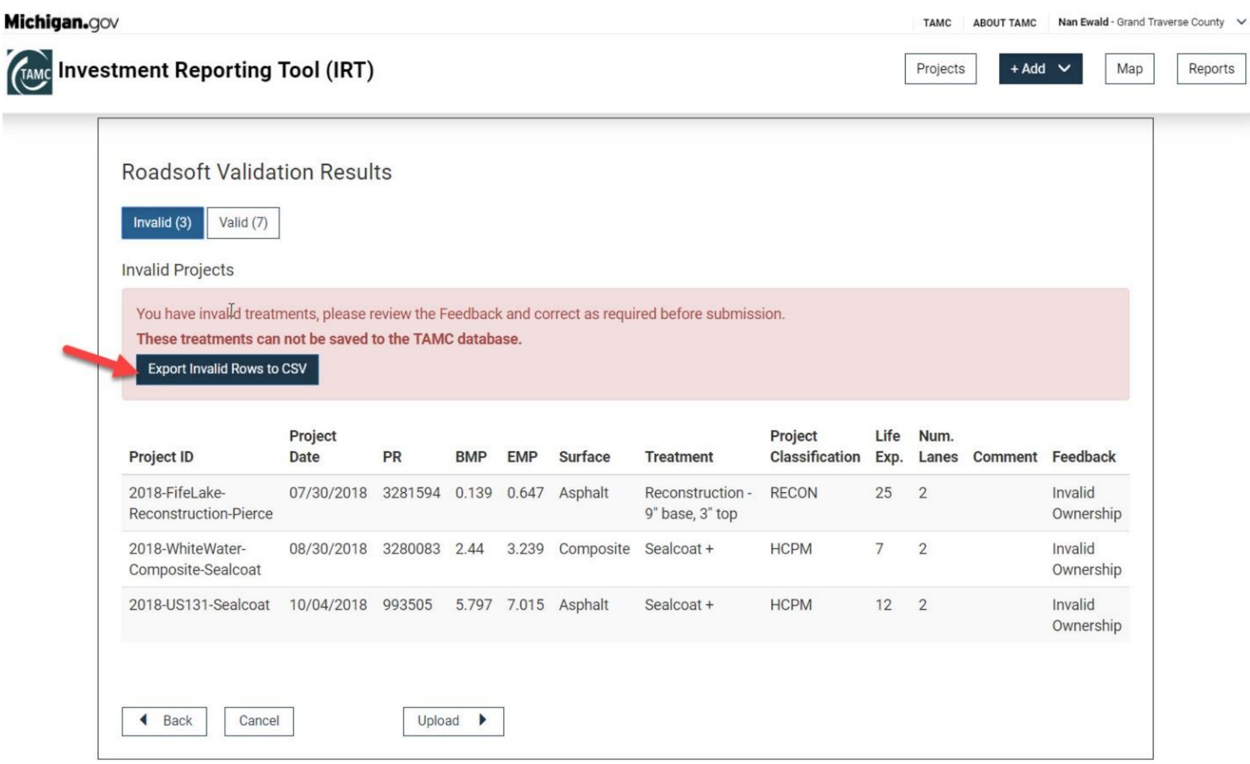

Click on the Choose File button. This will bring up a window that will allow you to browse to the file you want to select. Click on the file to select and then click on the open button.



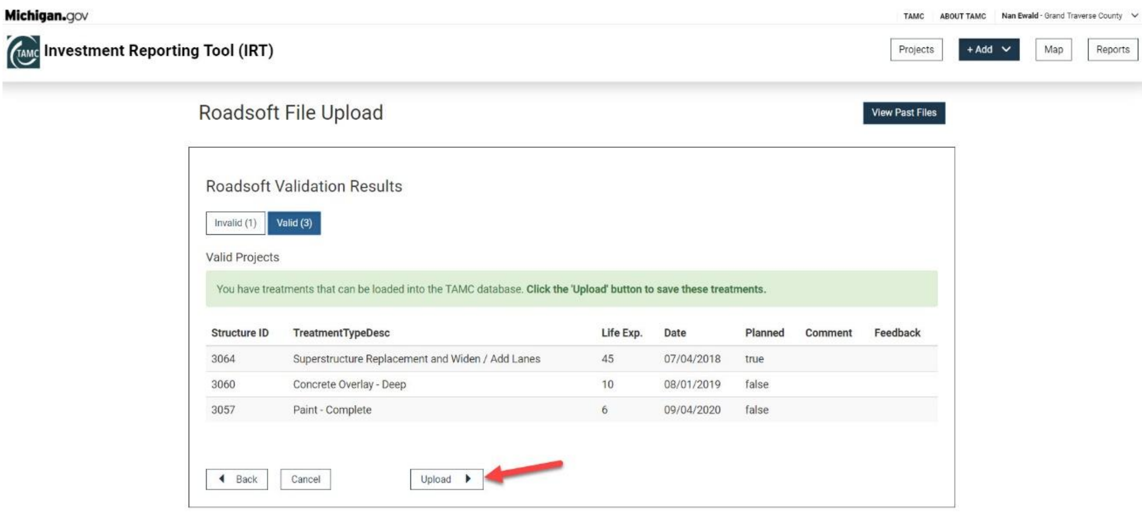
The file name will appear next to the Choose File button, then click on the Validate Button.

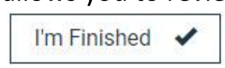



The screen will change with the Uploaded Roadsoft File results. There can be both valid and invalid results. You cannot save the invalid treatments to the TAMC database. You can export them to a CSV file to review and correct before resubmitting. Usually a comment addressing what is invalid is listed under the feedback column on the right. Click on the Export Invalid Rows to CSV Button to export the results.

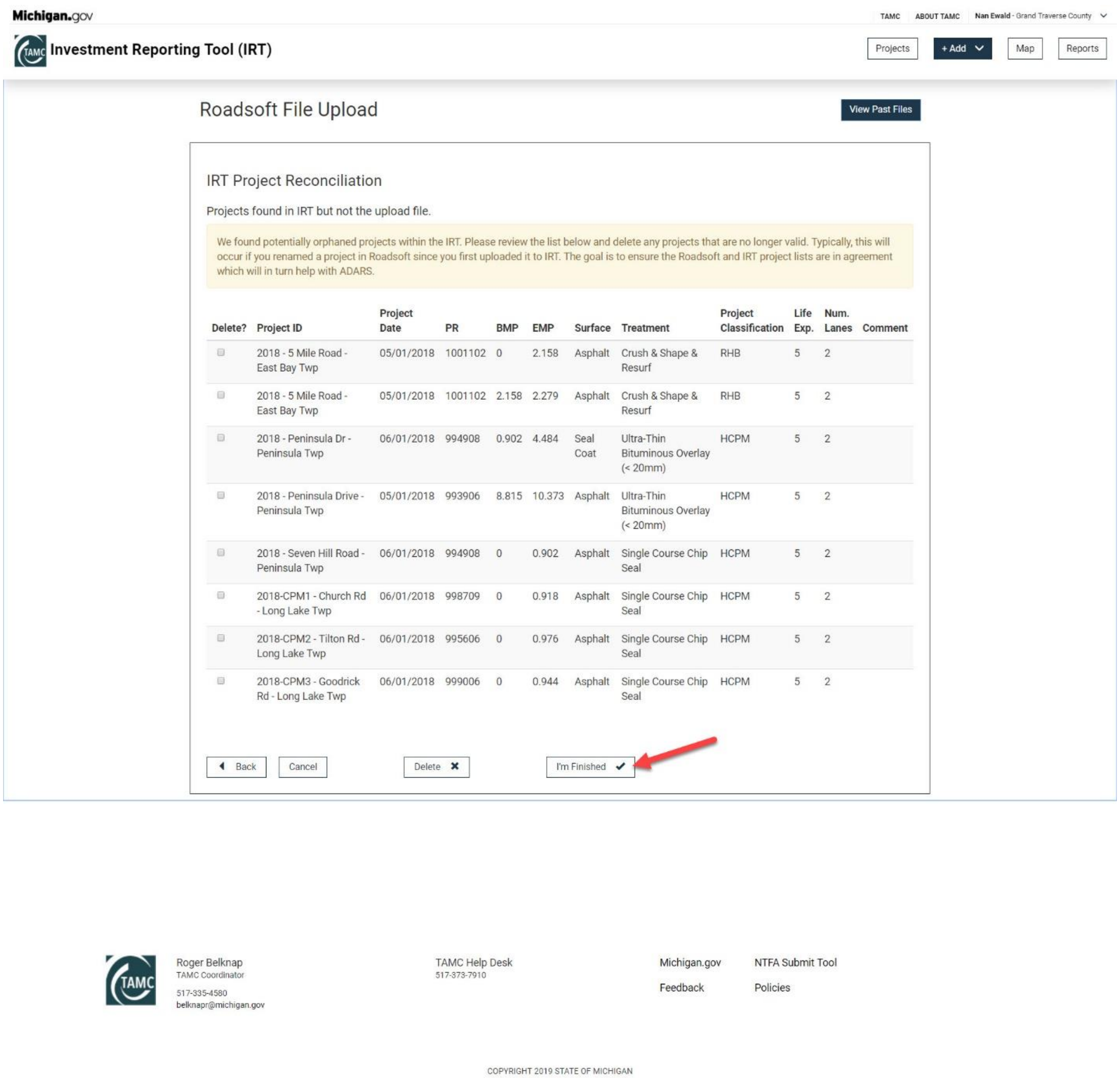


Valid Results can be uploaded into the TAMC database. Click on the upload button as shown below.



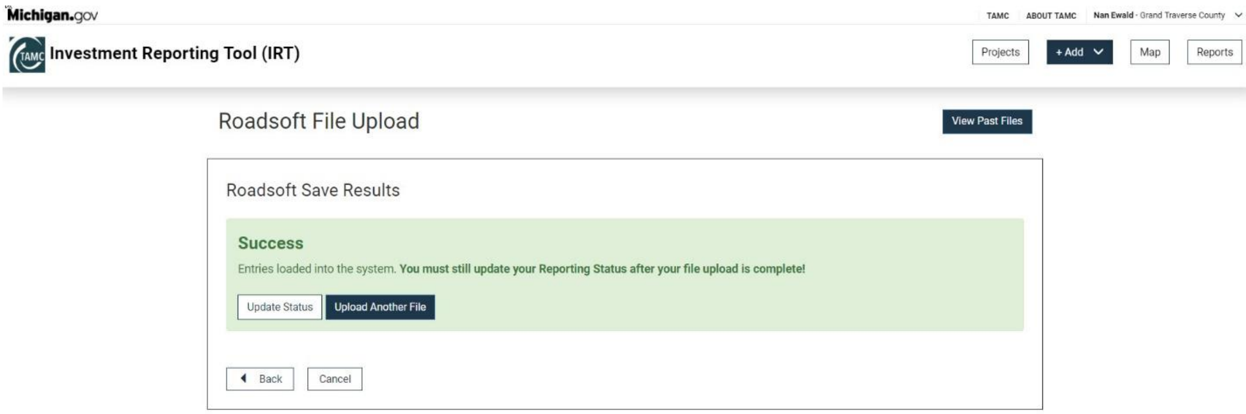

Once you have uploaded the valid results from Roadsoft if there are projects that have duplicate names or other issues you will be directed to the IRT Project Reconciliation page. This allows you to review and possibly delete any duplicate projects. When this has been completed click the 

button.




After you have clicked the 

button you should see a success message. With buttons to click that allow you to Upload Another File or Update Status.

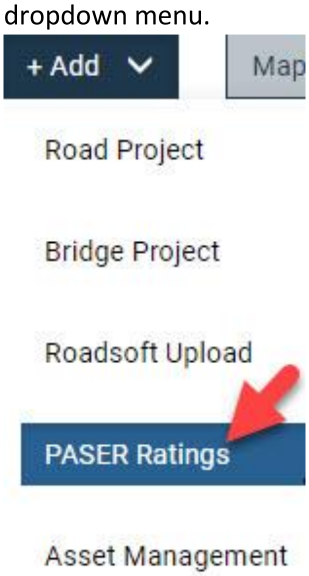



## 10. Uploading PASER Data

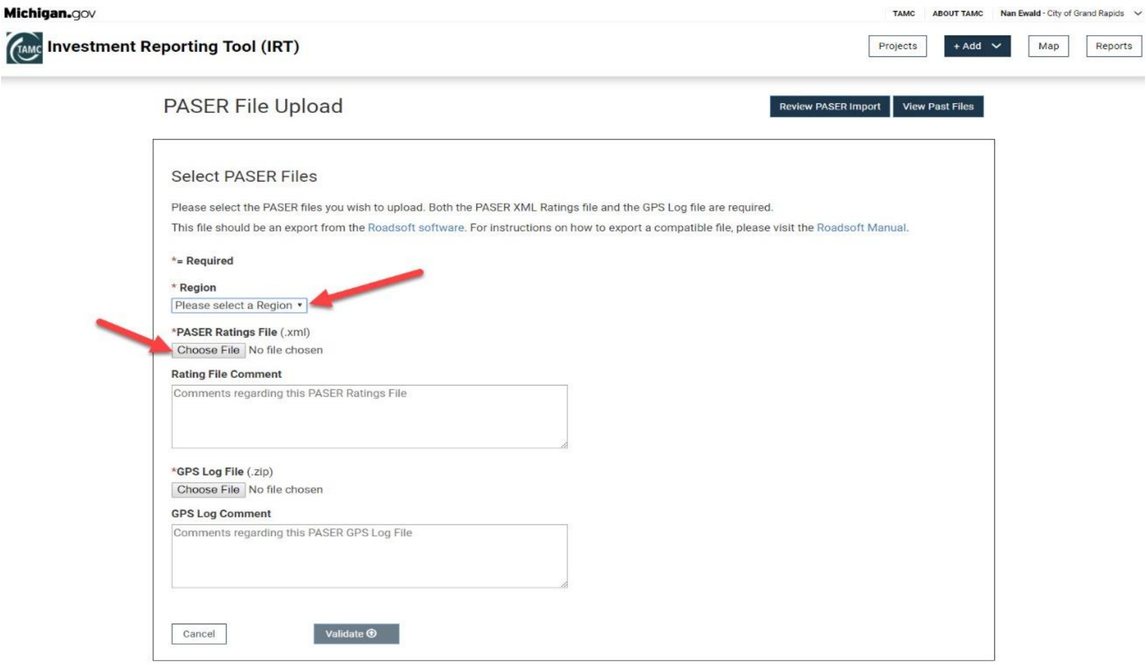
***Note: A document explaining the PASER Upload process is available on the TAMC web site, [https://www.michigan.gov/tamc/](https://www.michigan.gov/tamc/) under the Support Tab, in the PASER section, under PASER Data Collection, PASER Data Upload Process.**

Click on the 

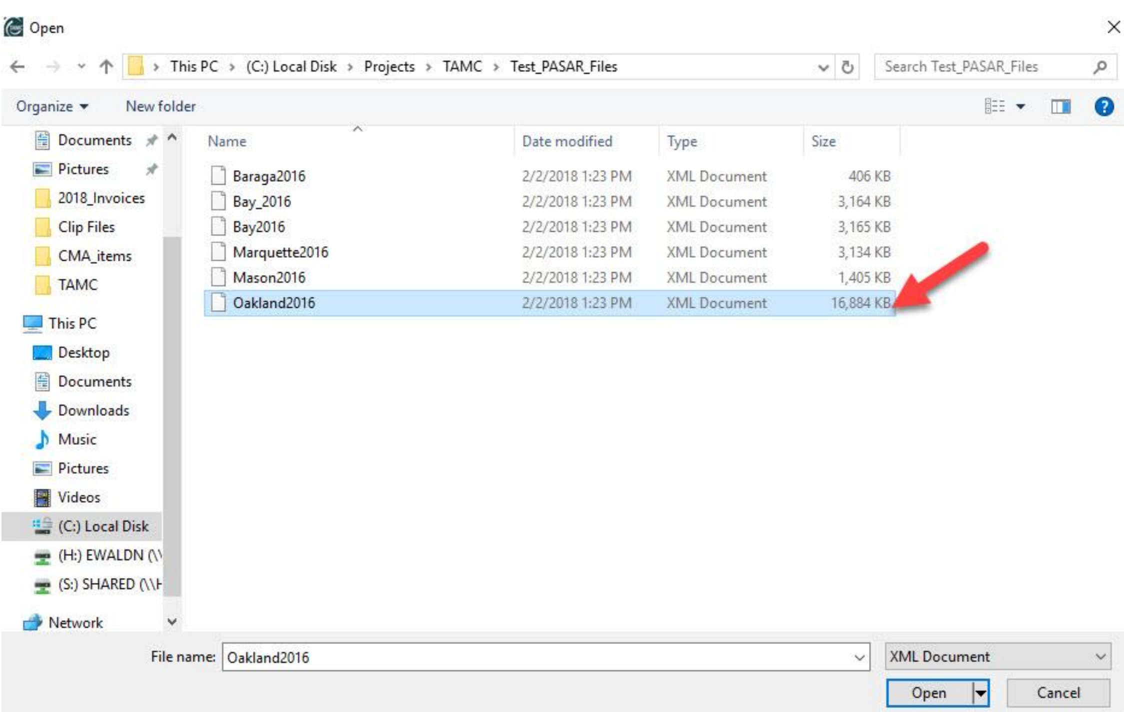
button and a dropdown will appear. Select PASER Ratings from the dropdown menu.



The screen will change to the PASER File Upload page. Click on the Please Select a Region button, and Select your Region, then click on the Choose File Button.

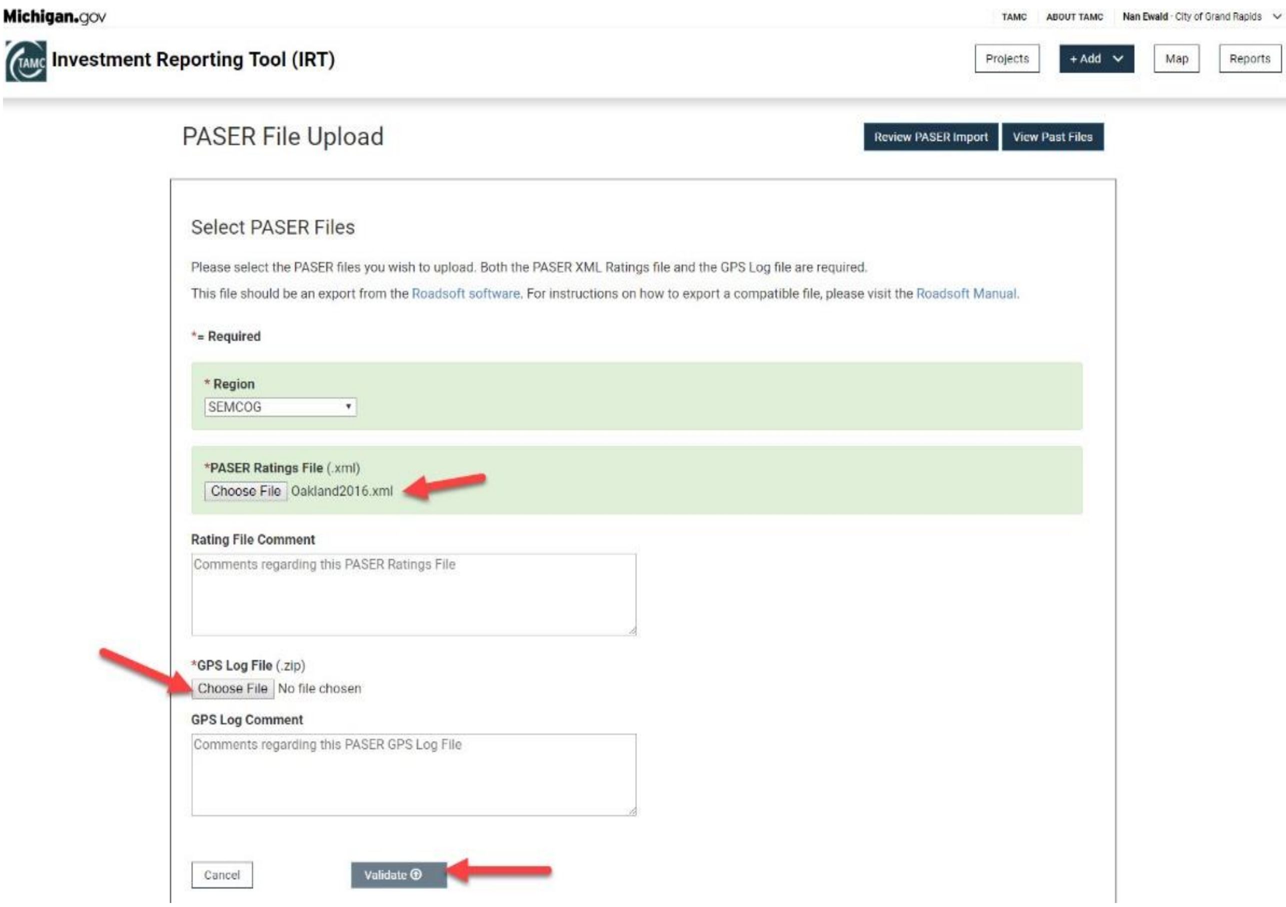



This will bring up a window that will allow you to browse to the file you want to select. Click on the file to select and then click on the open button.

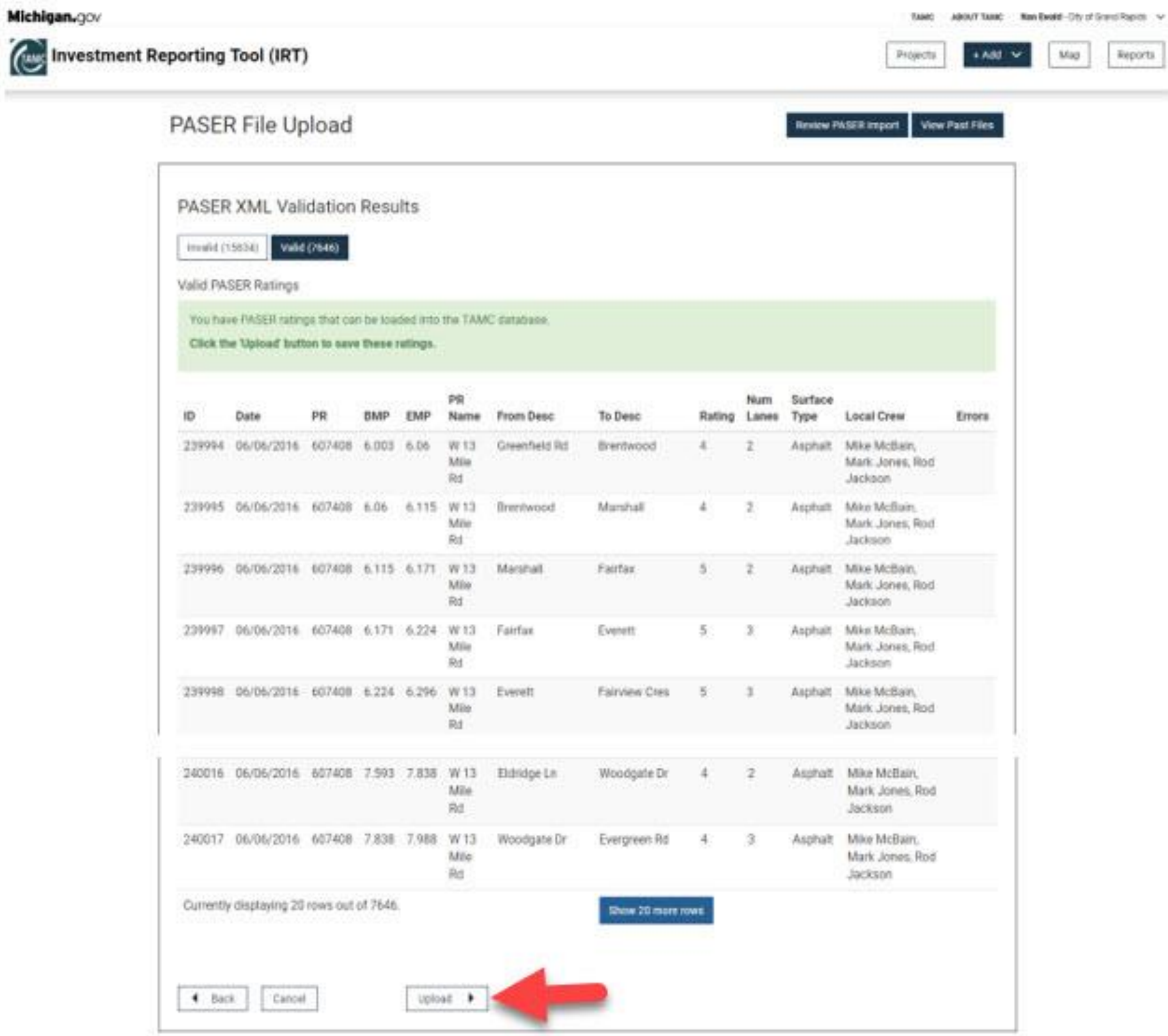


The file name will appear next to the Choose File button.  Also, click on the GPS Log File Choose File Button and select a zip file, then click on the 

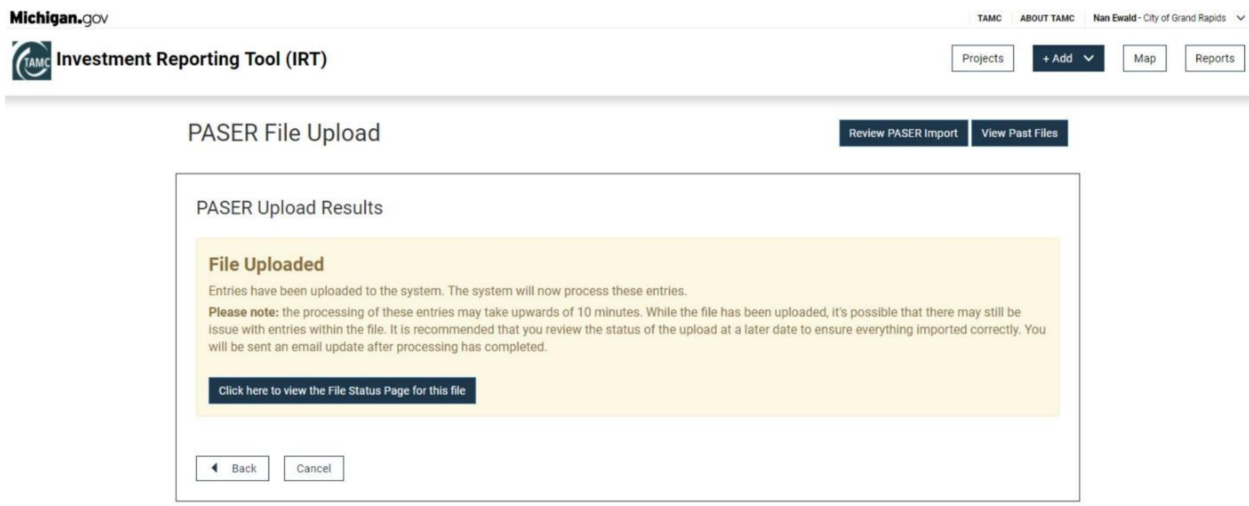
Button.



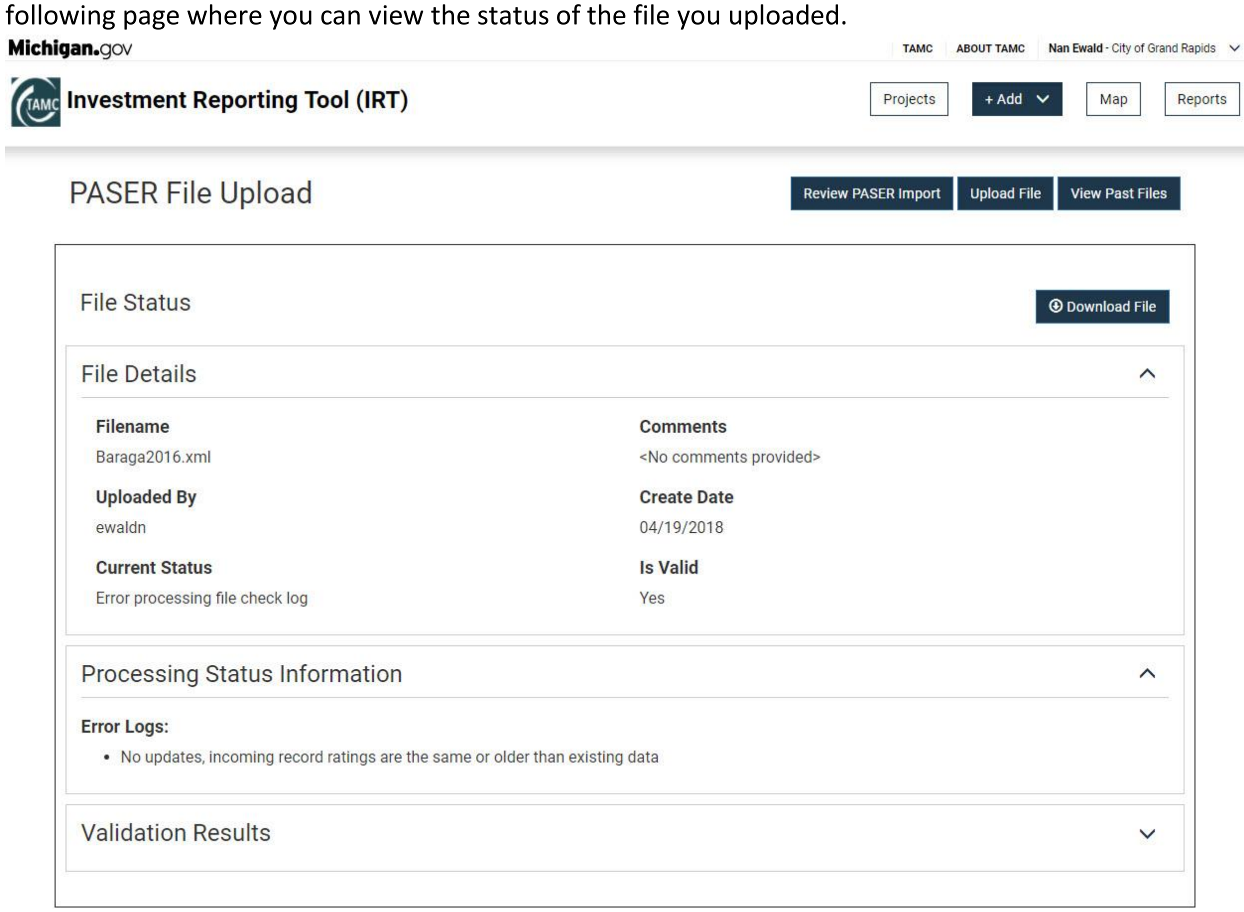

A PASER XML Validation Results Screen will appear showing you PASER Ratings.  There can be both Valid and Invalid Results.



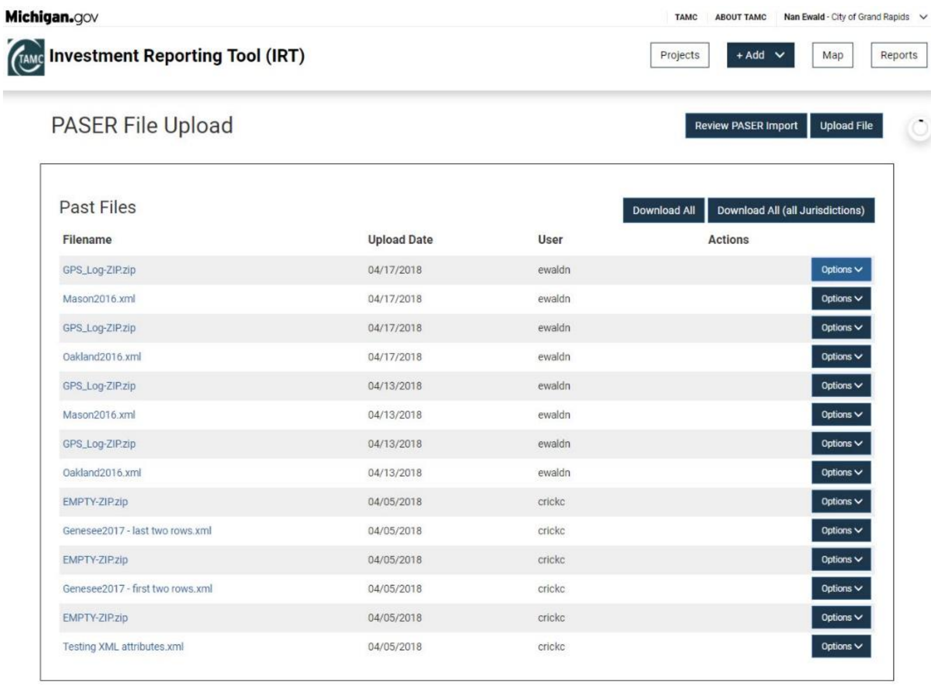

Once you have reviewed the results click on the Upload Button to upload the PASER data.
The screen will change, and a message will appear on the page that the File Uploaded and a button to Upload another File.



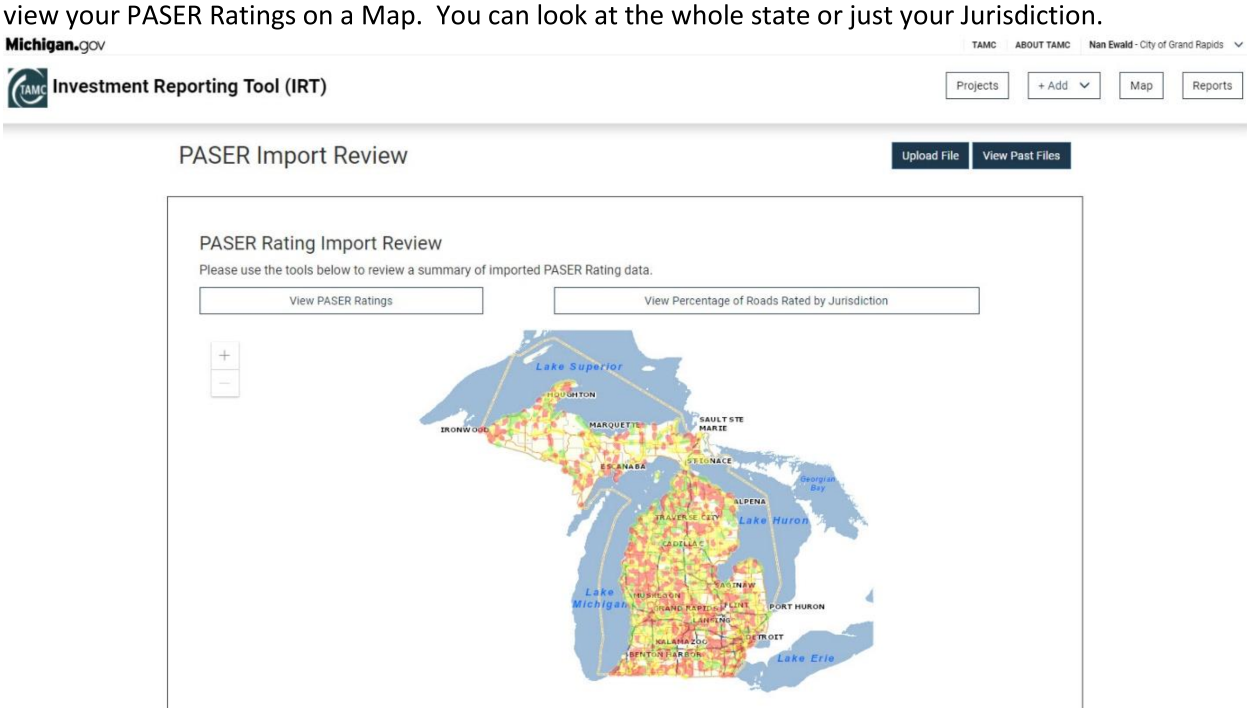

Both the Back Button and the Cancel Button shown above will take you back to the PASER File Upload Page. The Click here to view the File Status Page for this file will take you to the following page where you can view the status of the file you uploaded.



The **View Past Files** button will take you to a new page that allows you to download previously downloaded files again.

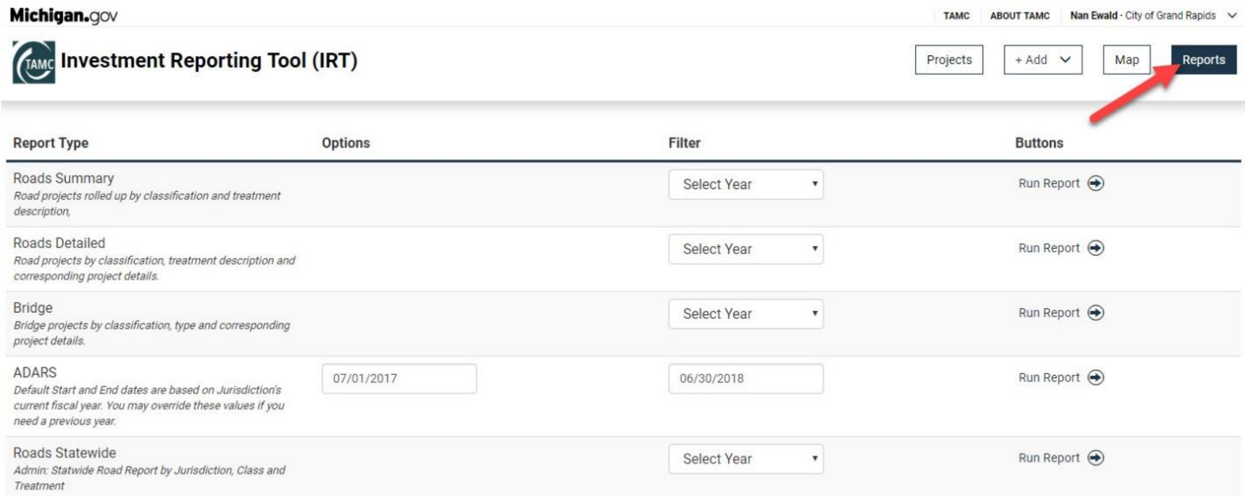



In the upper right corner there is a **Upload File** button that will take you back to the original PASER File Upload Page. The **Review PASER Import** takes you to a new page where you can view your PASER Ratings on a Map. You can look at the whole state or just your Jurisdiction.

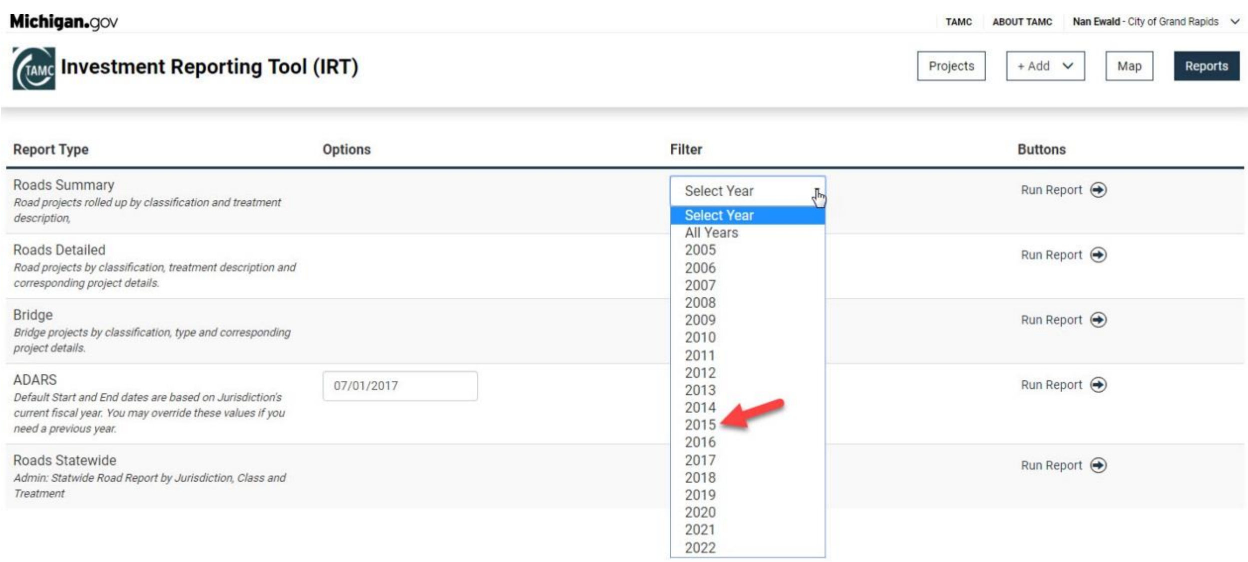


# 11. Reports

To run Reports from the new IRT, you will need to click on the **Reports** button in the upper right corner. Please note that the Reports are by calendar year (in the future the reports will be available by fiscal year). The page will change to the Report Page.

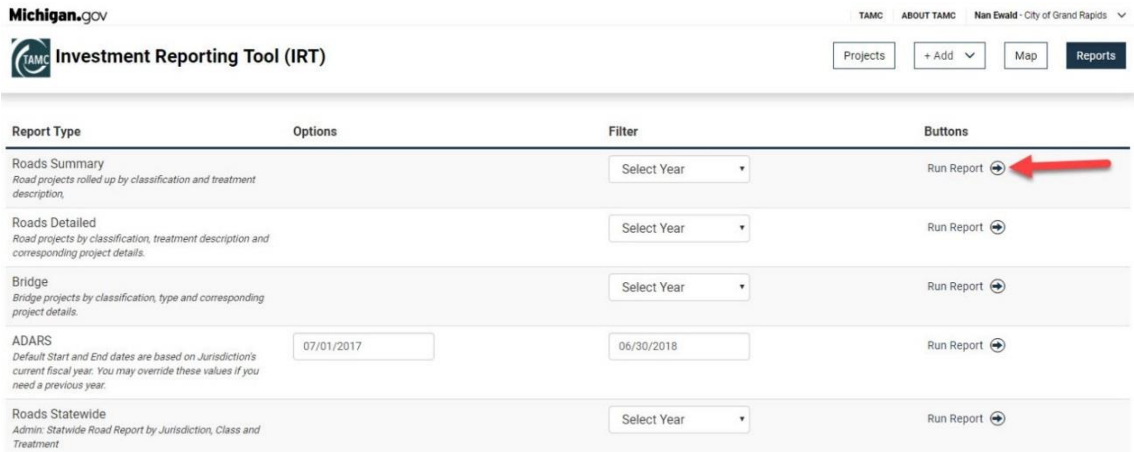



You will notice that you have the option to run 5 different Types of Reports. There is a filter button allowing you to select a year or select All Years, from the dropdown when you click on Select Year button for each of the different Types of Reports.

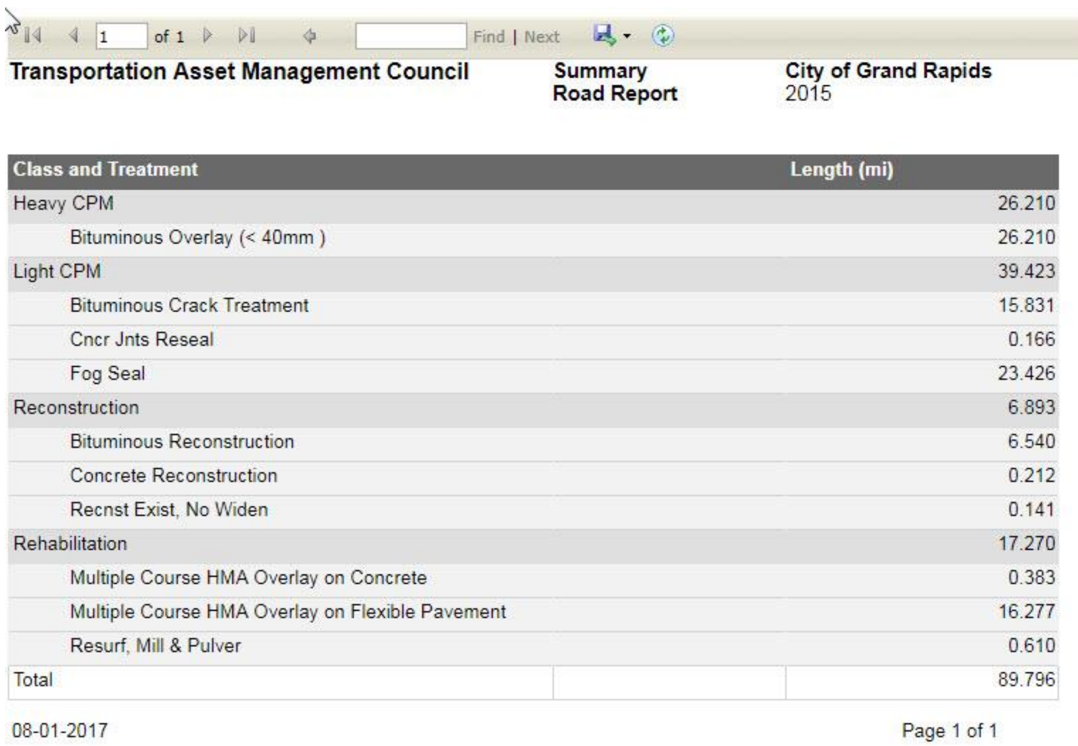


When you have selected your year from the dropdown menu, you can click on the 

button.




A report will be generated for whatever Option you have selected. Reports will vary in size by Type selected and year but will look similar to the following. It is a Roads Summary Report.



**Transportation Asset Management Council** — **Summary Road Report** — **City of Grand Rapids** 2015

| Class and Treatment | Length (mi) |
|---|---|
| Heavy CPM | 26.210 |
| Bituminous Overlay (< 40mm ) | 26.210 |
| Light CPM | 39.423 |
| Bituminous Crack Treatment | 15.831 |
| Cncr Jnts Reseal | 0.166 |
| Fog Seal | 23.426 |
| Reconstruction | 6.893 |
| Bituminous Reconstruction | 6.540 |
| Concrete Reconstruction | 0.212 |
| Recnst Exist, No Widen | 0.141 |
| Rehabilitation | 17.270 |
| Multiple Course HMA Overlay on Concrete | 0.383 |
| Multiple Course HMA Overlay on Flexible Pavement | 16.277 |
| Resurf, Mill & Pulver | 0.610 |
| Total | 89.796 |

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The same type of Reports can be generated for Road Summary, Roads Detailed, Bridge, ADARS, Roads Statewide, and Roads-Statewide-Class by following the steps above.

# 12. ADARS

At this point you have completed your use of the IRT tool to enter Road and Bridge Projects, and to Update your Status and answer the Asset Management Plan question(s). To complete the compliance, process a person in your agency must use the MDOT ADARS program to report your costs for your current fiscal year Road Projects. **<u>Bridge Projects Do Not Need to be Reported in ADARS.</u>** This is the person who does the Act 51 reporting for your agency. The Projects that you entered in the IRT should automatically port over to the ADARS system.

Note: The ADARS report in the IRT will mirror what should appear under the Asset management page in the ADARS system once an ADARS user visits that page.

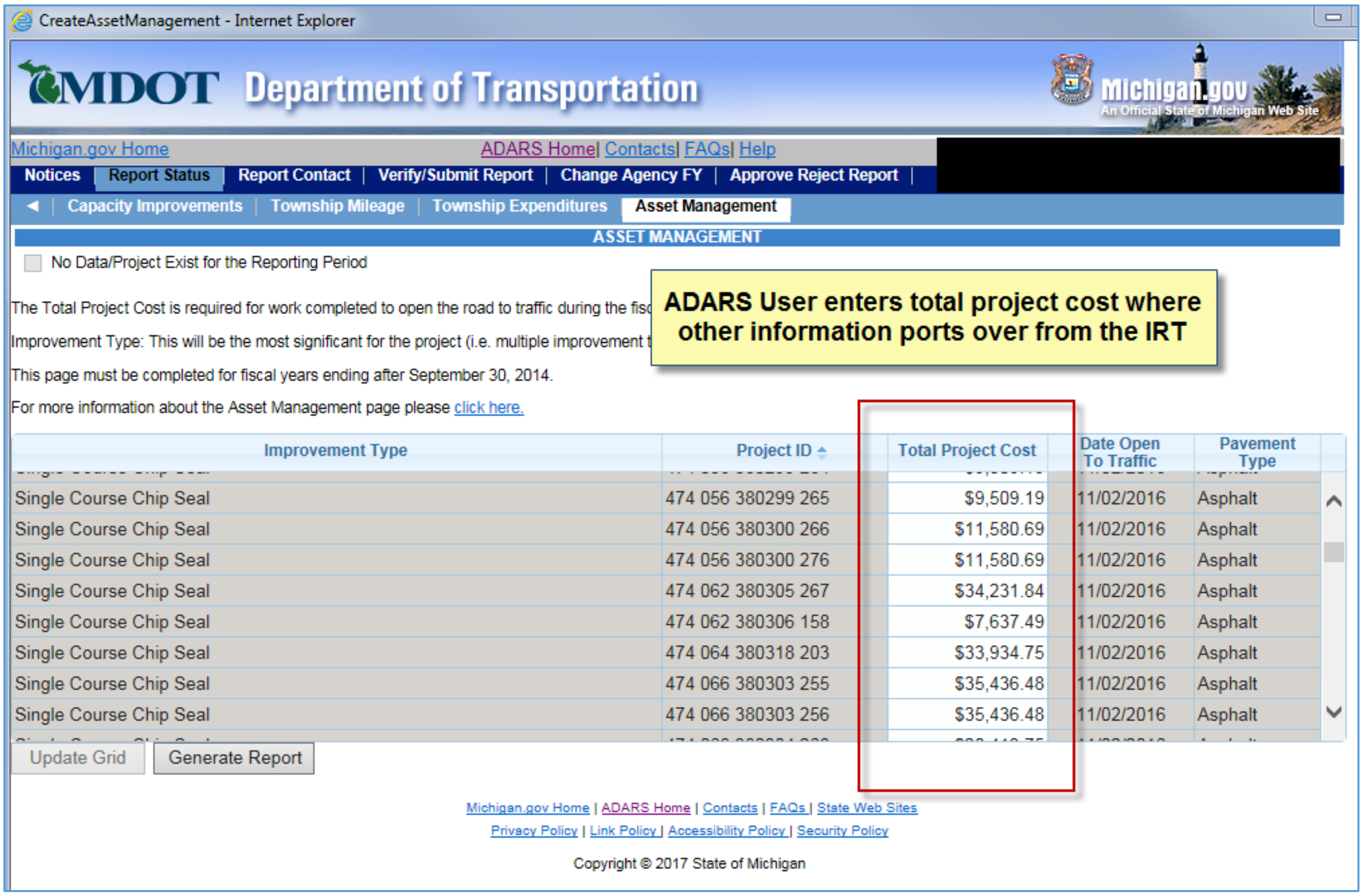


**Image of the Asset Management page within ADARS (Act 51 Distribution and Reporting System)**

The only field that an ADARS user can update is the cost field. Again, only the current Fiscal year Road projects appear in ADARS (no bridges or future projects). The IRT does offer areas to enter costs but these also need to be entered into ADARS to meet your Act 51 compliance. If you had no road projects during the fiscal year there is a checkbox in the upper left corner of the page that can be used to indicate that.

If you have any issues in seeing information in ADARS please reach out to the TAMC help desk 517-335-3741 as a starting point. They may also have to direct you to the Act 51 ADARS team depending on what the issue might be.